Electronic LM-2 User Guide

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards

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U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards

Welcome to the Electronic Form LM-2

The U.S. Department of Labor's Office of Labor-Management Standards (OLMS) is pleased to introduce the new electronic Form LM-2. You can now complete your union's Form LM-2 quickly and easily using your computer and this software.

Why should you choose to complete your union's Form LM-2 electronically, rather than manually on paper? There are several advantages to using this new electronic version:

- It's easy to enter information on the form.
- You can download some information from the OLMS Website and load it directly onto the form.
- The system performs calculations for you, so you won't make mathematical errors.
- Before your officers sign the form, the system checks for errors and discrepancies and allows you to correct or explain them, reducing the likelihood of having to file an amended report.

Your union's president and treasurer can sign the electronic form using easily obtainable digital signatures and submit it to OLMS over the Internet. Alternatively, you can print a paper copy of the form, have your union's president and treasurer sign it manually, and mail it to OLMS.

We encourage you to use the electronic Form LM-2 instead of the paper form. It will make filing your union's Form LM-2, quicker, easier, and more accurate.

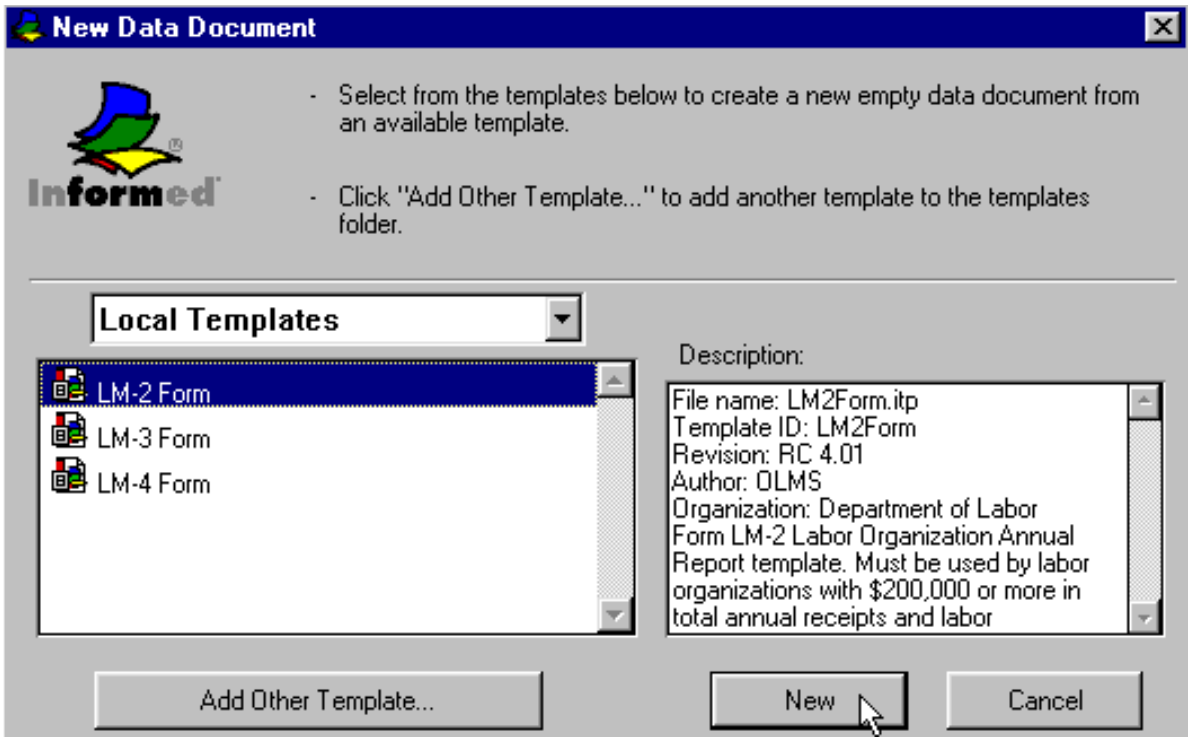
Starting the Electronic Form LM-2

The installation process for the electronic Forms LM-2, LM-3, and LM-4 places an icon for starting the program on your desktop.

> **Note:** The first time that you use the electronic forms program, a dialog box displays, giving you an option to enter a registration number for licensing. Do not enter anything in that box, but simply click the "Use Form Now" button. The form templates have been fully licensed by OLMS for use in the Shana Filler application and, therefore, no separate registration is required. The registration option does not display after the first use.

Creating a new Form LM-2

Double-click on the electronic forms icon. A list of available Informed templates displays. Select "LM-2 Form" and click the "New" button.


New Data Document
Informed
- Select from the templates below to create a new empty data document from an available template.
- Click "Add Other Template..." to add another template to the templates folder.
Local Templates
LM-2 Form
LM-3 Form
LM-4 Form
Description:
File name: LM2Form.itp
Template ID: LM2Form
Revision: RC 4.01
Author: OLMS
Organization: Department of Labor
Form LM-2 Labor Organization Annual Report template. Must be used by labor organizations with $200,000 or more in total annual receipts and labor
Add Other Template...
New
Cancel

The first page of the electronic Form LM-2 displays. Consult the table of contents of this User Guide for detailed instructions for the various features of electronic Form LM-2 software.

Note to Windows XP Users: If an error occurs when you try to open a new form LM-2, LM-3, or LM-4, contact your System Administrator to modify the folder-level user permissions for the C:\Informed directory:

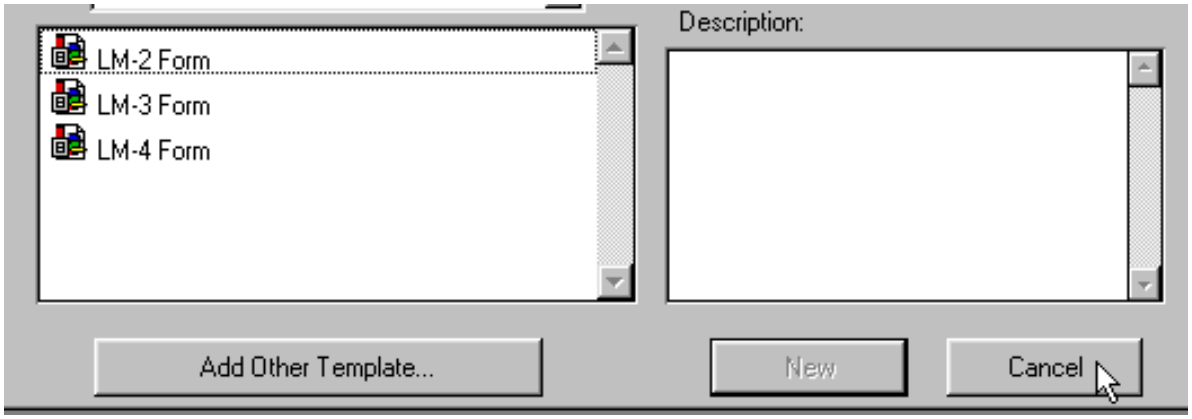
Right-click on the Informed folder and select "Properties." Click on the "Security" tab and allow the user to have full control to the Folder. Click the "Advanced" button and make sure that the user is selected and both permission options at the bottom of the screen are checked.

If you continue to have problems, contact the Help Desk at 1-866-319-2675.

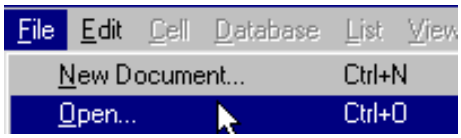
Save your file!
As you complete your Form LM-2, remember to save your file often. When you select "Save" or "Save As" from the "File" menu, the system adds the extension ".ifm" to your file name.

Opening an existing Form LM-2

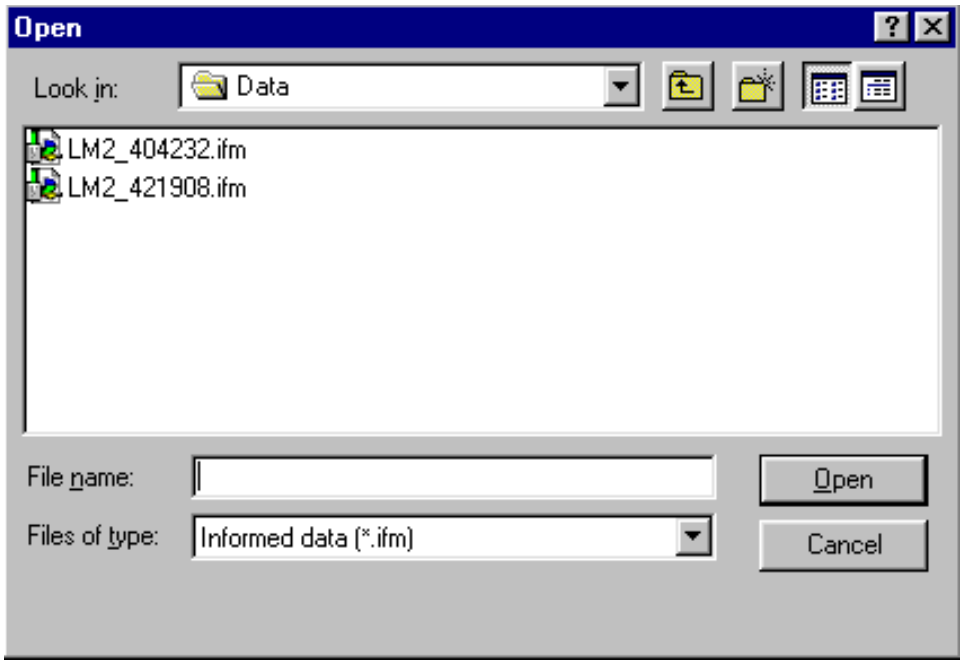
Double-click on the electronic forms icon to start the program. A list of available Informed templates displays. Click the "Cancel" button.



Select "Open" from the "File" menu on the menu bar.



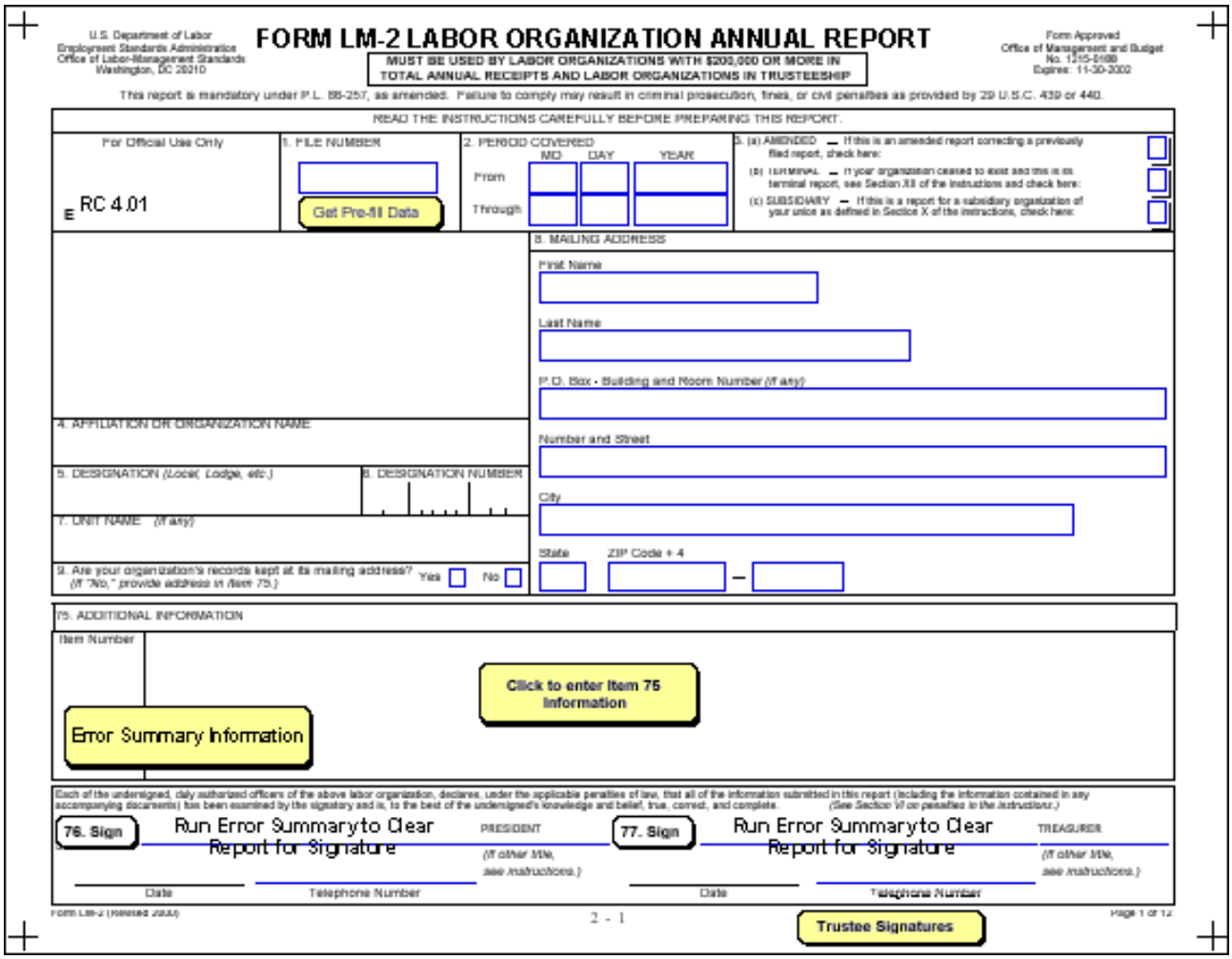
A file box displays. Navigate to the drive and directory where your saved file is located and highlight the file name in the list. Click the "Open" button.



Alternatively, you can select your file from a list of recently used forms. From the "File" menu, select "Recent Data Documents." The names of recently used files display. Click the appropriate file name.

A Look at the Electronic Form LM-2

When you start the electronic Form LM-2, the form displays on the screen ready for data entry. Because the electronic Form LM-2 looks almost identical to the paper form, users who have completed the paper form in the past will be familiar with the arrangement of items on the electronic form.



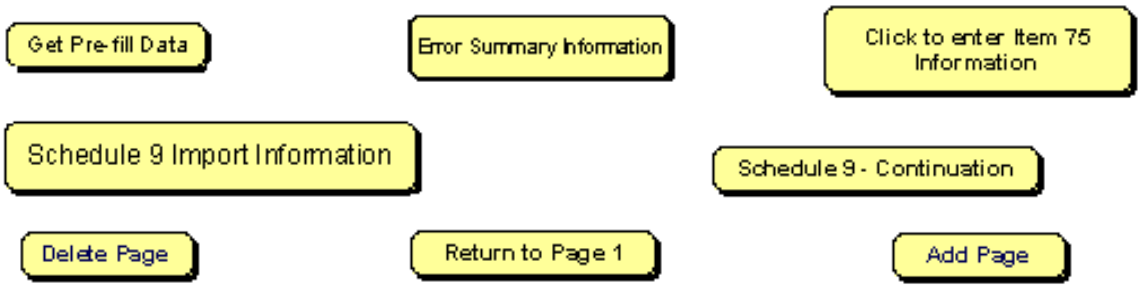
System requirements

You must have an Internet browser (Internet Explorer or Netscape version 4.x or above) installed on your computer to complete the electronic Form LM-2. To use the pre-fill data feature of the system, you must be connected to the Internet. For detailed information on system requirements, start the electronic Form LM-2 and select "User Information" from the "Form Instructions" menu on the menu bar, then select "System Requirements."

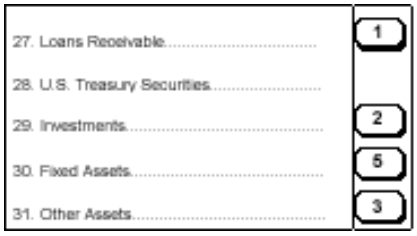
On-screen features

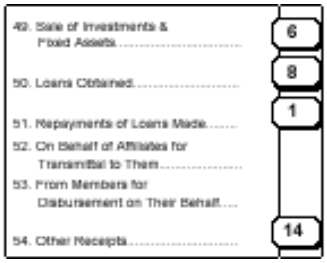
The electronic Form LM-2 has a number of on-screen features to help you move through the form and enter information.

- **Yellow buttons** - Click the yellow buttons appearing on the form to perform the action displayed on the button -- move to an item or location, add or delete pages, or obtain further information about the electronic Form LM-2.

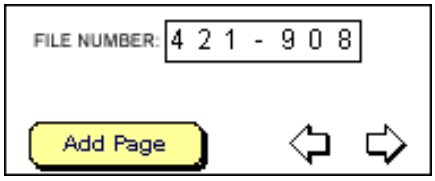


- **White buttons** – Click the white buttons on Statements A and B to move to the associated schedule number displayed on the button.





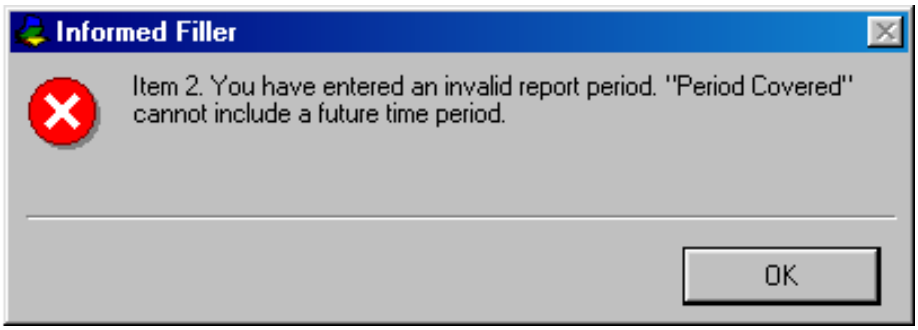
- **White arrows** - Click the white arrows to move forward to the next page or back to a previous page in Item 75, Additional Information.

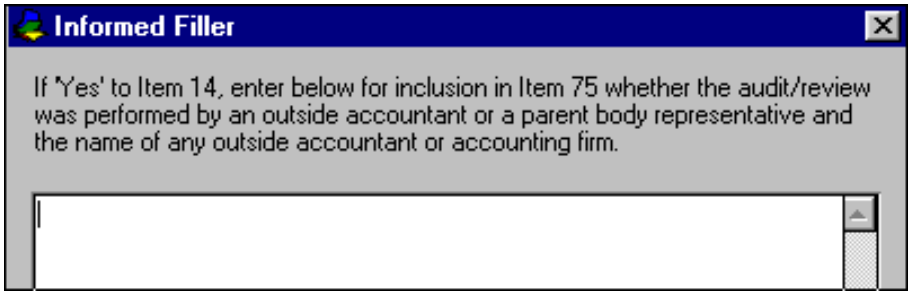


- **Drop-down lists –** Complete certain items by making selections from drop-down lists. See *Completing the Form* in this User Guide.

- **Page tabs** – Move back and forth through the pages by selecting one of the "tabs" displayed at the top of each page. See *Moving Through the Form* in this User Guide.

- **Pop-up boxes** - Dialog boxes will automatically display during the course of completing the form to help you enter data for certain items, warn you of potential errors, or request additional information where required.




Informed Filler
If 'Yes' to Item 14, enter below for inclusion in Item 75 whether the audit/review was performed by an outside accountant or a parent body representative and the name of any outside accountant or accounting firm.

- **Pre-fill data** – Retrieve data from your union's latest report filed with OLMS for automatic entry of information in Item 2 (Period Covered); Items 4 through 7 (union identification); Item 8 (Mailing Address); and Columns A and C, Items 25 through 37 (financial information). See *Using Pre-Fill Data* in this User Guide.

- **Initial zeros in Items 25 – 74 -** When you first open the electronic Form LM-2, the financial items 25 through 74 display "0" in each item. See *Financial Items 25 – 74* in this User Guide.

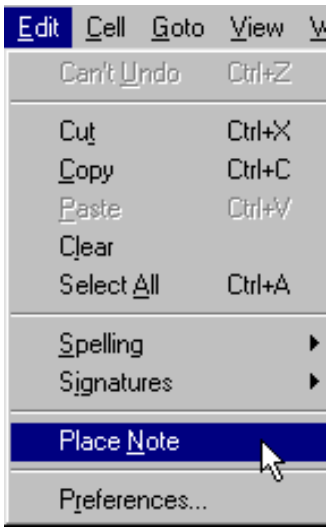
- **Automatic calculations -** The electronic Form LM-2 automatically performs most mathematical calculations required in Statements A and B and Schedules 1 through 15. See *Financial Items 25 – 74* in this User Guide.

Informed Filler features

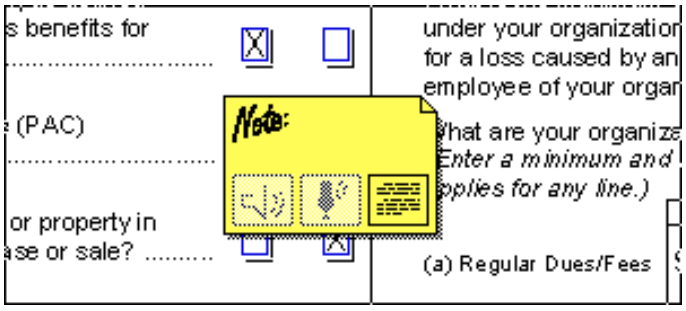
The electronic Form LM-2 runs within Shana's Informed Filler Version 3.0. The components of Informed Filler required to operate the electronic form are automatically loaded on your computer during the installation process. Some features of Informed Filler which may be useful in completing the Form LM-2 include:

- **Place note –** You can attach notes or comments to your form. A note looks like a small piece of yellow paper.

  To place a note on your form, select "Place Note" from the "Edit" menu on the menu bar.



A small yellow note displays in the center of your form window and can be placed anywhere on the form.



To enter, view, or change text in the note, click in the text box at the right side of the note. The "Note" dialog box displays. Enter or edit your message then click the "OK" button.

To delete the note, click on the note. This changes the box from yellow to blue. Press the "Delete" key.

- **Cell memorize –** This command memorizes the current entry in an item or cell. When you open a new form, the memorized value displays in the same item or cell.

  To memorize a value, select the value in the item or cell. Select "Memorize" from the "Cell" menu on the menu bar.

To remove the memorized value from the item or cell, memorize a blank value.

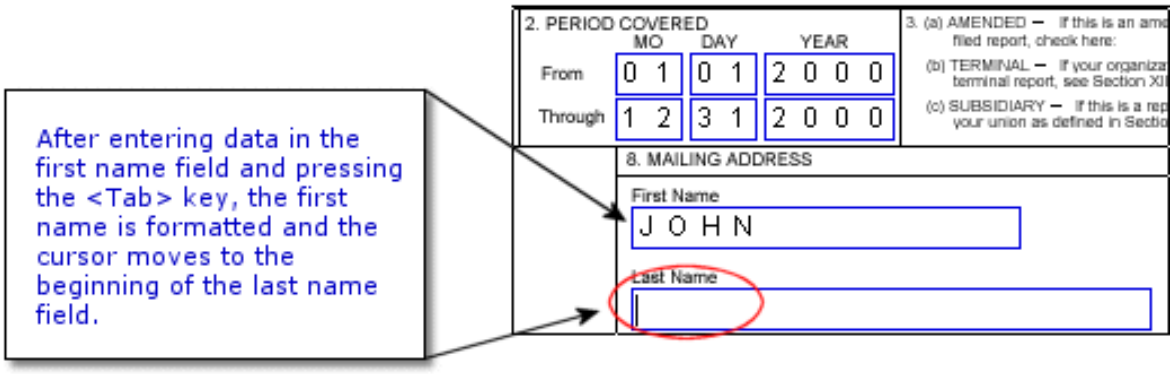
Save your file! As you complete your Form LM-2, remember to save your file often. When you select "Save" or "Save As" from the "File" menu, the system adds the extension ".ifm" to your file name.

Moving Through the Form

Moving from item to item

To move the cursor from item to item (or to separate fields within an item or schedule), press the <Tab> key. This is the preferred method for moving through the form.

After you enter data in a particular item, press the <Tab> key. The data is automatically formatted and the cursor moves to the next item.



To return to a previous item, press the <Shift> and <Tab> keys at the same time.

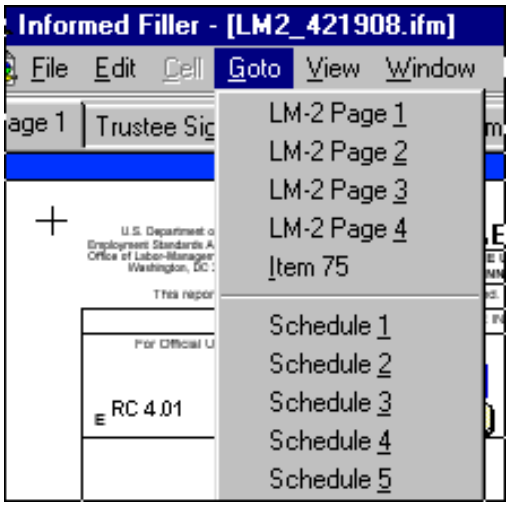
Moving to pages, statements, schedules, and continuation pages

- **<Tab> key** - After you complete the last item on a page, statement, or schedule, press the <Tab> key to move to the first item on the next page, statement, or schedule. However, after you complete Item 24 on page 2, use the page tab or Goto menu (described below) to move to Schedule 1.

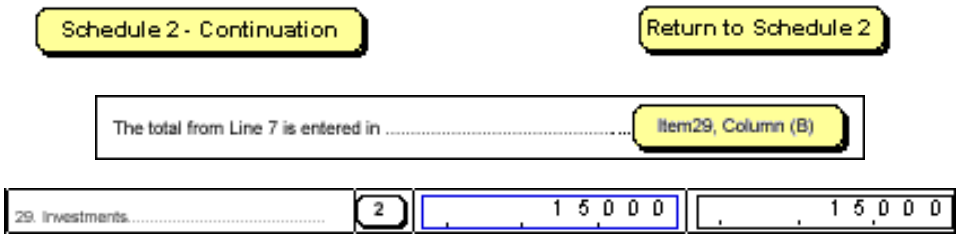
> **Note:** Complete Schedules 1 through 15 before completing Items 25 through 74 in Statements A and B. Schedule totals are automatically transferred to the appropriate items in Statements A and B. See *Schedules 1 – 15* in this User Guide.

- **Page tabs** – Move back and forth through the pages, statements, or schedules by selecting one of the "tabs" displayed at the top of each page.

- **Goto menu** - Select the desired page or schedule from the "Goto" menu on the menu bar.



- **Navigation buttons** – click the yellow and white buttons on the schedules, continuation pages, and Statements A and B to move quickly to selected areas on the form.



Labor Organization File Number – Item 1

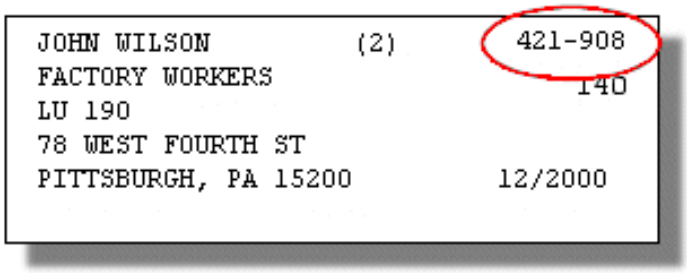
In Item 1, you must enter the 6-digit file number which OLMS assigned to your union. Once you enter the file number in Item 1, the system automatically enters it at the top of pages 2 through 12, all Item 75 Additional Information pages, and all schedule continuation pages. If you do not know your union's file number, you can obtain it from the following sources.

Prior reports

Review your union's copies of reports submitted to OLMS in prior years.

Mailing label

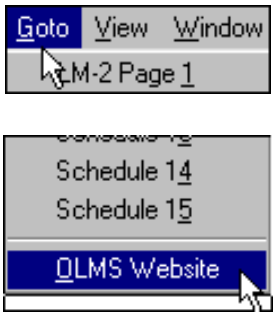
If the Form LM-2 was mailed to you with an address label, your union's file number is the 6-digit number printed on the first line of the label.



OLMS Website

Search the OLMS Website to find your union's file number. After first connecting to the Internet, you may access the OLMS Website directly from the electronic Form LM-2.

Select "OLMS Website" from the "Goto" menu on the menu bar.



The OLMS Website displays in your browser.

Go to the LMRDA Reporting & Public Disclosure section on this site and follow instructions for searching for a union by affiliation or organization name.

To reach the OLMS Website outside the electronic Form LM-2, go to:

http://www.dol.gov/esa/olms_org.htm

OLMS field offices

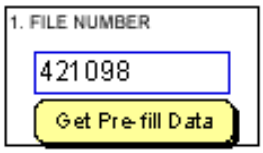
Contact the nearest OLMS field office to obtain your union's file number. You can access the list of OLMS field offices within the electronic Form LM-2 by selecting "LM-2 Instructions" from the "Form Instructions" menu on the menu bar and then selecting "If You Need Assistance" from the Table of Contents.

You can also go to the OLMS Website (see above instructions) for the addresses and telephone numbers of OLMS field offices.

Using Pre-Fill Data

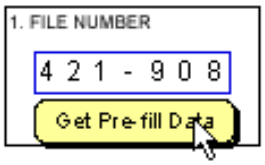
You can save time and ensure the accuracy of your union's identification, mailing, and prior year financial information entered on Form LM-2 by retrieving the pre-fill data from your union's latest report filed with OLMS. You must first be connected to the Internet to access and retrieve your union's pre-fill information.

In Item 1, enter your union's file number and press the <Tab> key.



Note: If you do not know your union's file number, see *Labor Organization File Number – Item 1* in this User Guide.

Click the yellow "Get Pre-fill Data" button.



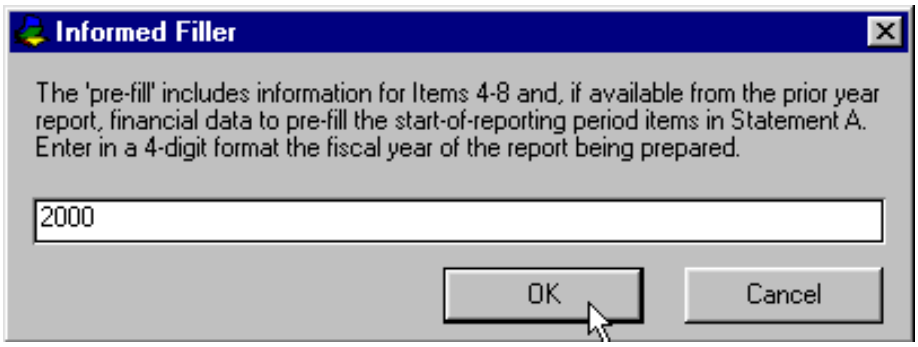
The system displays a dialog box reminding you that you must be connected to the Internet.

Informed Filler
You must be connected to the Internet for this function to work. If you are connected, click "OK." If you are not connected, click "Cancel" then connect to the Internet and begin again.
OK
Cancel

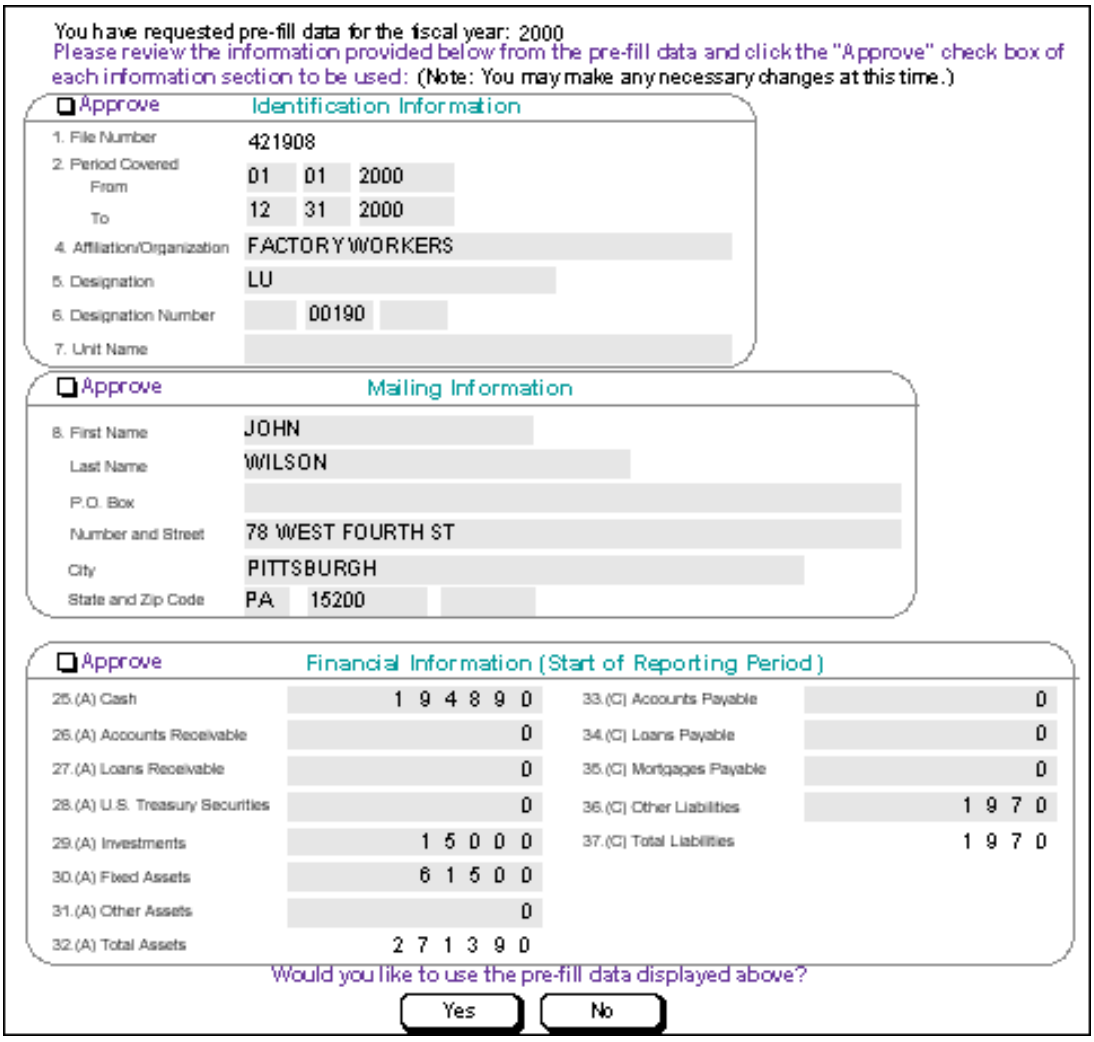
Click the "OK" button.

The system displays a dialog box asking you to enter the fiscal year of the report you are completing.

Enter the fiscal year in a 4-digit format, for example, 2000, and click the "OK" button.


Informed Filler
The 'pre-fill' includes information for Items 4-8 and, if available from the prior year report, financial data to pre-fill the start-of-reporting period items in Statement A. Enter in a 4-digit format the fiscal year of the report being prepared.
2000
OK
Cancel

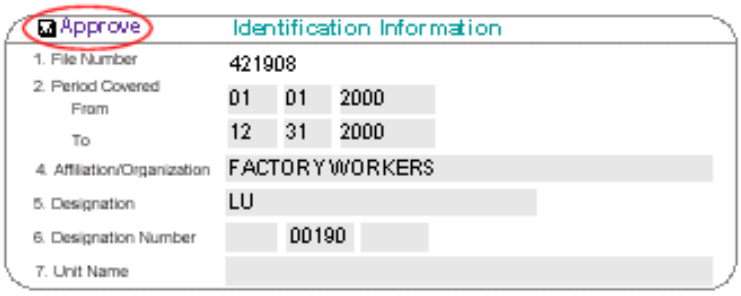
The three types of pre-fill information on file with OLMS display.


You have requested pre-fill data for the fiscal year: 2000
Please review the information provided below from the pre-fill data and click the "Approve" check box of each information section to be used: (Note: You may make any necessary changes at this time.)
Approve
Identification Information
1. File Number 421908
2. Period Covered From 01 01 2000
To 12 31 2000
4. Affiliation/Organization FACTORY WORKERS
5. Designation LU
6. Designation Number 00190
7. Unit Name
Approve
Mailing Information
8. First Name JOHN
Last Name WILSON
P.O. Box
Number and Street 78 WEST FOURTH ST
City PITTSBURGH
State and Zip Code PA 15200
Approve
Financial Information (Start of Reporting Period)
25.(A) Cash 19490
26.(A) Accounts Receivable 0
27.(A) Loans Receivable 0
28.(A) U.S. Treasury Securities 0
29.(A) Investments 15000
30.(A) Fixed Assets 61500
31.(A) Other Assets 0
32.(A) Total Assets 271390
33.(C) Accounts Payable 0
34.(C) Loans Payable 0
35.(C) Mortgages Payable 0
36.(C) Other Liabilities 1970
37.(C) Total Liabilities 1970
Would you like to use the pre-fill data displayed above?
Yes
No

Identification Information

Review the Identification Information section of the pre-fill display.

If it is correct, click the "Approve" check box in the upper left corner to have this information automatically entered on the report you are completing.

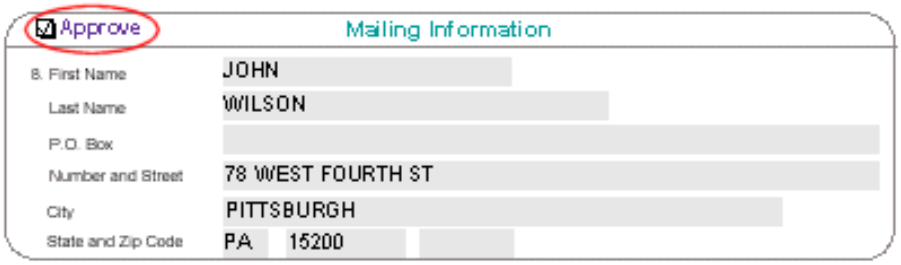


If the information is not correct, you may make corrections by clicking in the appropriate field and entering the correct information. After you have made all corrections, click the "Approve" check box.

Mailing Information

Scroll down to view the Mailing Information section of the pre-fill display.

If it is correct, click the "Approve" check box in the upper left corner to have this information automatically entered on the report you are completing.

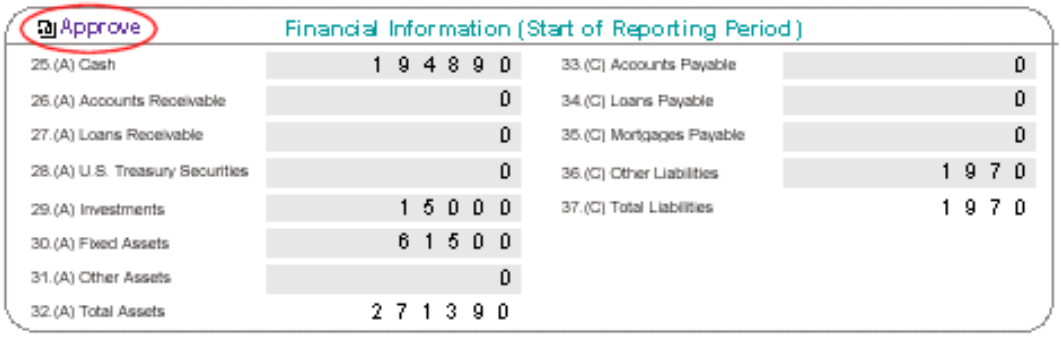


If the information is not correct, you may make corrections by clicking in the appropriate field and entering the correct information. After you have made all corrections, click the "Approve" check box.

Financial Information (Start of Reporting Period)

Scroll down to view the Financial Information section of the pre-fill display. The amounts displayed are from your union's prior year report for the end of the reporting period. The amounts reported in Items 25 through 37 in Statement A, Columns B and D last year should be reported in Columns A and C, start of the reporting period, for the same items on the report you are completing.

If it is correct, click the "Approve" check box in the upper left corner to have this information automatically entered on the report you are completing.



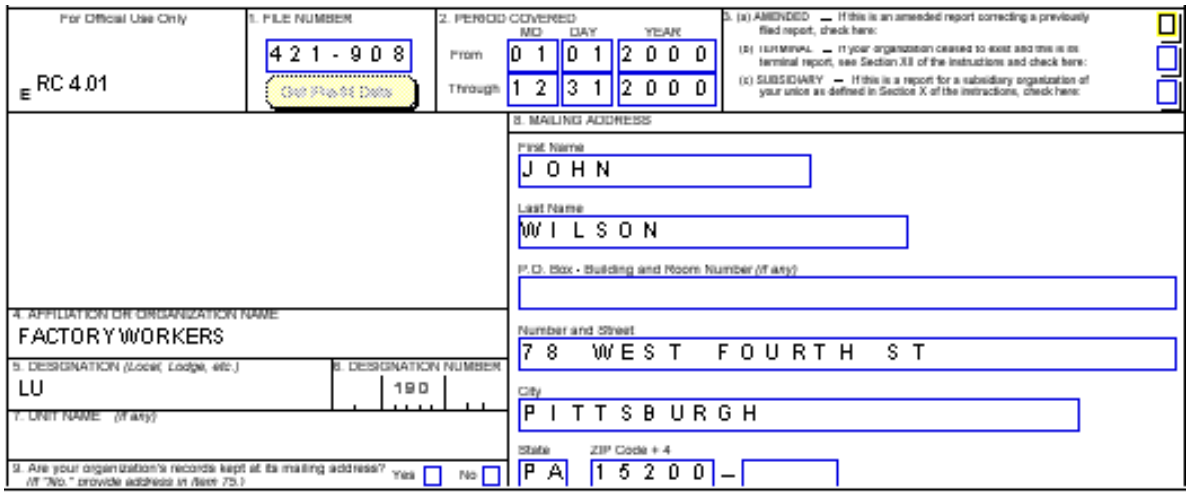
If the information is not correct, you may make corrections by clicking in the appropriate field and entering the correct information. You must also explain in Item 75, Additional Information, why the amounts differ from your union's prior year report. See *Additional Information – Item 75* in this User Guide.

After you have made all corrections, click the "Approve" check box.

> **Note:** If for any reason you do not wish to use the pre-fill data, click the "No" button at the bottom of the pre-fill display to return to the form. No data will be transferred to the Form LM-2 you are completing.

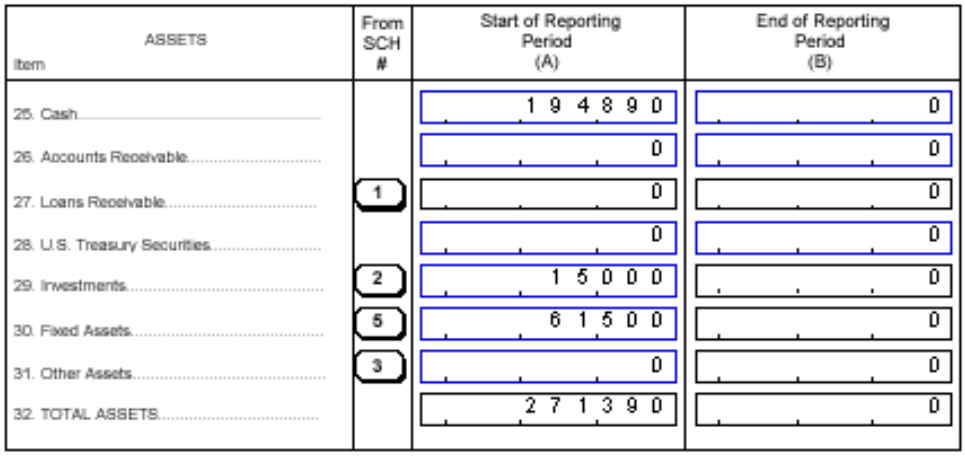
Click the "Yes" button at the bottom of the display to transfer the approved data to the report you are completing.

The system returns to the form which now displays all approved data for Item 2 (Period Covered), Items 4 through 7 (union identification), and Item 8 (Mailing Address) on page 1 of your union's Form LM-2. The yellow "Get Pre-fill Data" button is no longer active.



> **Reminder:** After returning to page 1 of the form, complete Item 3, if appropriate, and Item 9 before moving to page 2.

Statement A of the form displays approved data in Columns A and C (Items 25 through 37.)



ASSETS Item	From SCH #	Start of Reporting Period (A)	End of Reporting Period (B)
25. Cash		19490	0
26. Accounts Receivable		0	0
27. Loans Receivable	1	0	0
28. U.S. Treasury Securities		0	0
29. Investments	2	15000	0
30. Fixed Assets	5	61500	0
31. Other Assets	3	0	0
32. TOTAL ASSETS		27139 0	0

After retrieving pre-fill data, **save your form.**

> **Note:** If you want to use the import feature for completing Schedules 9 and 10, you should import your data after retrieving pre-fill data and before completing other items and schedules. See *Importing Data into Schedules 9 and 10* in this User Guide.

Completing the Form

There are several ways to enter information on the electronic Form LM-2:

- retrieving pre-fill data from OLMS
- importing data from existing files
- using text or numbers
- checking boxes
- selecting from drop-down lists

Pre-fill data

You can retrieve your union's identification, mailing, and prior year financial information from OLMS via the Internet. See *Using Pre-fill Data* in this User Guide.

Importing data into Schedules 9 and 10

You can import data from your computer records using a specially formatted text file to complete Schedule 9, All Officers and Disbursements to Officers, and Schedule 10, Disbursements to Employees. See *Importing Data into Schedules 9 and 10* in this User Guide.

> **Note:** If you use the pre-fill data and/or import data features, you should complete these processes before completing other items and schedules. First, retrieve pre-fill data and save your form. Next, import data into Schedules 9 and 10 and save your form.

Entering financial information

When entering numbers for requested financial information, use **whole dollars** only –

CASH DISBURSEMENTS Item	From SCH #	AMOUNT
56. To Officers	9	31689
57. To Employees	10	29591
58. Per Capita Tax		83868
59. Fees, Fines, Assessments, etc.		0
60. Office & Administrative Expense	13	20630
61. Educational & Publicity Expense		0

DO NOT ENTER:

- cents
- decimal points
- commas
- dollar signs

Automatic calculations

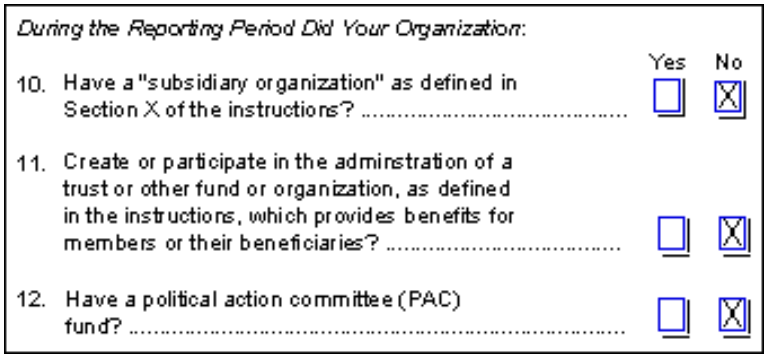
The electronic Form LM-2 automatically performs most mathematical calculations required in Schedules 1 through 15 and Statements A and B. Totals for Schedules 1 through 15 are automatically transferred to the appropriate items in Statements A and B. See *Financial Items 25 – 74* in this User Guide.

Completing Schedules 1 - 15

Complete Schedules 1 through 15 before completing the financial items in Statements A and B. See *Schedules 1 – 15* in this User Guide.

Checkboxes

Some items on the form are answered by simply making an entry in a checkbox. For example, complete Items 9 through 17 and 22 through 24 by making an entry in either the "Yes" or "No" checkbox.


During the Reporting Period Did Your Organization:
Yes
No
10. Have a "subsidiary organization" as defined in Section X of the instructions?
11. Create or participate in the adminstration of a trust or other fund or organization, as defined in the instructions, which provides benefits for members or their beneficiaries?
12. Have a political action committee (PAC) fund?

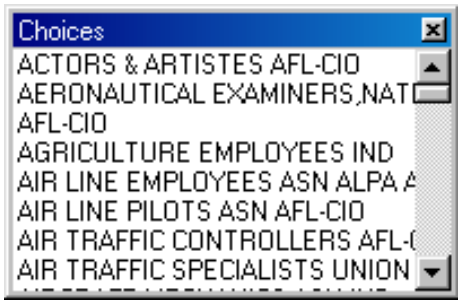
Press the <Tab> key to move to the appropriate checkbox which becomes highlighted. Press any key to enter an "X in the selected box. To uncheck the box, press any key while in the selected box.

You can also click in the appropriate checkbox to both select it and enter an "X."

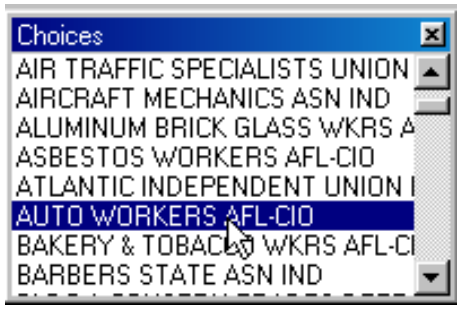
Depending on your answer to certain items, you may be prompted to provide additional information in Item 75. See *Additional Information – Item 75* in this User Guide.

Drop-down lists

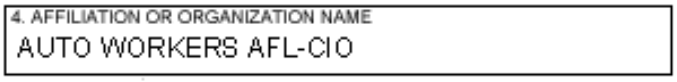
When you move to an item having a drop-down list, the list automatically displays.



Move through the choices on the list by using the scroll bar or entering the first letters of your selection. Make your selection by double-clicking on the appropriate choice.



Your selection displays in that item and the cursor moves to the next item.



If your union is affiliated with a national or international union and you are not using pre-fill data, you must select your entries for Item 4, Affiliation or Organization Name, and Item 5, Designation, from the drop-down lists. See *Union Identification – Items 4 – 7* in this User Guide.

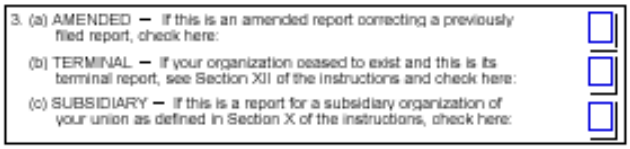
Amended, Terminal, or Subsidiary Reports – Item 3

Answer Item 3 only if the report you are completing is an amended report, a terminal report, or a separate report for a subsidiary organization.

- An amended report is filed to correct a report previously filed by your union.
- A terminal report is filed if your union goes out of existence by disbanding or merging into another union.
- A report for a subsidiary organization is a separate Form LM-2 reporting only the financial information for a subsidiary organization, such as a building corporation wholly owned by your union. This report is filed with the union's Form LM-2.

> **Note:** A separate Form LM-2 for a subsidiary organization cannot be filed electronically but must be printed, signed manually, and mailed to OLMS.

If none of these conditions apply to the report you are completing, leave Item 3 blank.

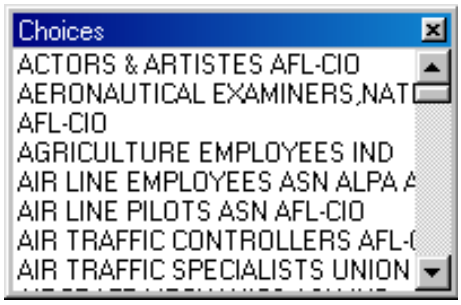

3. (a) AMENDED – If this is an amended report correcting a previously filed report, check here:
(b) TERMINAL – If your organization ceased to exist and this is its terminal report, see Section XII of the instructions and check here:
(c) SUBSIDIARY – If this is a report for a subsidiary organization of your union as defined in Section X of the instructions, check here:

Union Identification - Items 4 - 7

If you are connected to the Internet, you can use the pre-fill data feature to retrieve data from your union's latest report filed with OLMS and automatically enter information in Items 4 through 7 (union identification), as well as in Item 2 (Period Covered) and Item 8 (Mailing Address). See *Using Pre-Fill Data* in this User Guide. If you do not use pre-fill data, you must enter your union's identification information in Items 4 through 7, as appropriate.

Affiliation or Organization Name

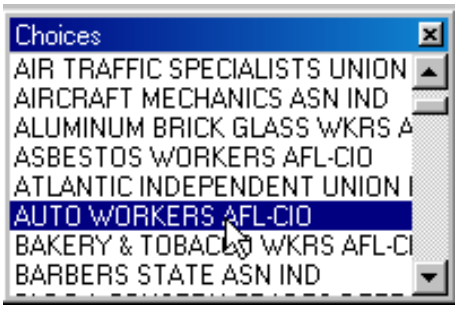
When you move to Item 4, Affiliation or Organization Name, the drop-down list of all affiliated unions displays.



Affiliated unions

If your union is affiliated with a national or international union, **you must use the displayed drop-down lists for entries in Items 4 and 5** to ensure proper completion and accuracy.

- **Item 4 - Affiliation or Organization Name** - Select your union's affiliation name from the drop-down list. Move through the choices on the list by using the scroll bar or entering the first letters of your union's affiliation. To select an affiliation, double-click the appropriate choice.

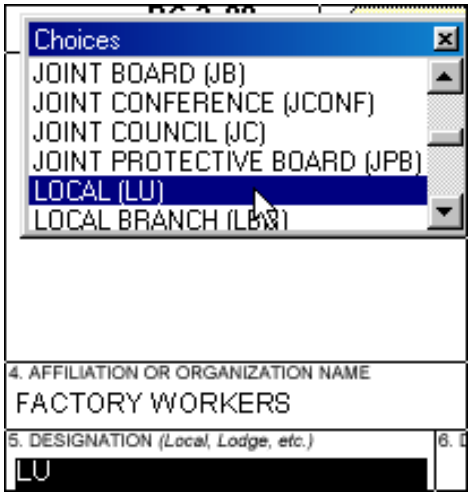


Your selection displays in Item 4 and the cursor moves to Item 5.

> **Note:** The Item 4 drop-down list contains the commonly used names or "short titles" of all union affiliations in the OLMS database. The first name in the short title is based on the keyword in the union's name. For example, "Engineers" is the keyword for Operating Engineers. This union would be found in the list under "e" as "Engineers, Operating." If you cannot initially find your union affiliation name, try another affiliation keyword for your union.

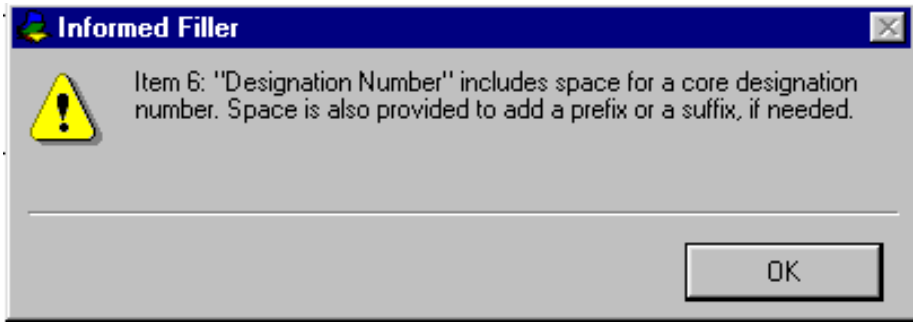
- **Item 5 - Designation Name** – When you move to Item 5, a drop-down list of all union designation names displays.

  Move through the choices on the list by using the scroll bar or entering the first letters of your union's designation name. To select a name, double-click the appropriate choice. Your selection displays in Item 5 and the cursor moves to Item 6.

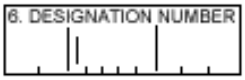


  The designation name for a national or international union is "National Headquarters (NHQ)."

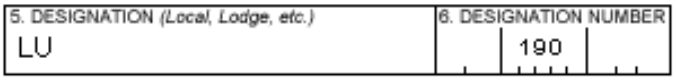
- **Item 6 – Designation Numbe**r – When you move to Item 6, a dialog box displays informing you that Item 6, Designation Number, includes space for a core designation number and that space is also provided to add a prefix or a suffix, if needed. Click the "OK" button.


Informed Filler
Item 6: "Designation Number" includes space for a core designation number. Space is also provided to add a prefix or a suffix, if needed.
OK

The Item 6 data entry field is divided into 3 sections to display a prefix, the core designation number, and a suffix. The cursor first moves to the core designation number section.



Enter your union's core designation number in this middle section and press the <Tab> key. For example if your union's designation name and number is LU 190, enter "190."



The number displays in the middle section and the cursor moves to the section in front of the core number to add a prefix. Enter the prefix for your union's designation number, if any, and press the <Tab> key to move to the suffix section. Enter the suffix, if any, and press the <Tab> key to move to Item 7.

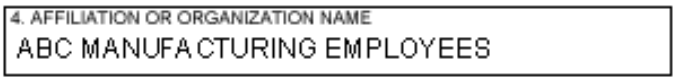
> **Note:** The majority of affiliated unions have only a core designation number. If your union's designation number has no prefix or suffix, just press the <Tab> key twice after entering the core number to move to Item 7.

- **Item 7 – Unit Name** – If your union has any additional or alternate name by which it is known, such as "Chicago Area Local," enter the name in Item 7.

Unaffiliated unions

If your union **is not affiliated** with a national or international union, ignore the drop-down list and complete Item 4 and Item 7 (if appropriate).

- **Item 4 – Affiliation or Organization Name** – Enter your union's name in Item 4. Names of affiliated unions may display in Item 4 as you enter your union's name. Just continue typing until you complete the name and press the <Tab> key. Your union's name is automatically formatted in all upper case letters in Item 4.



Because unaffiliated unions will not have entries in Items 5, Designation, and Item 6, Designation Number, the cursor moves to Item 7, Unit Name (if any).

- **Item 7 – Unit Name** – If your union has any additional or alternate name by which it is known, such as "Chicago Area Local," enter the name in Item 7.

Schedules 1 - 15

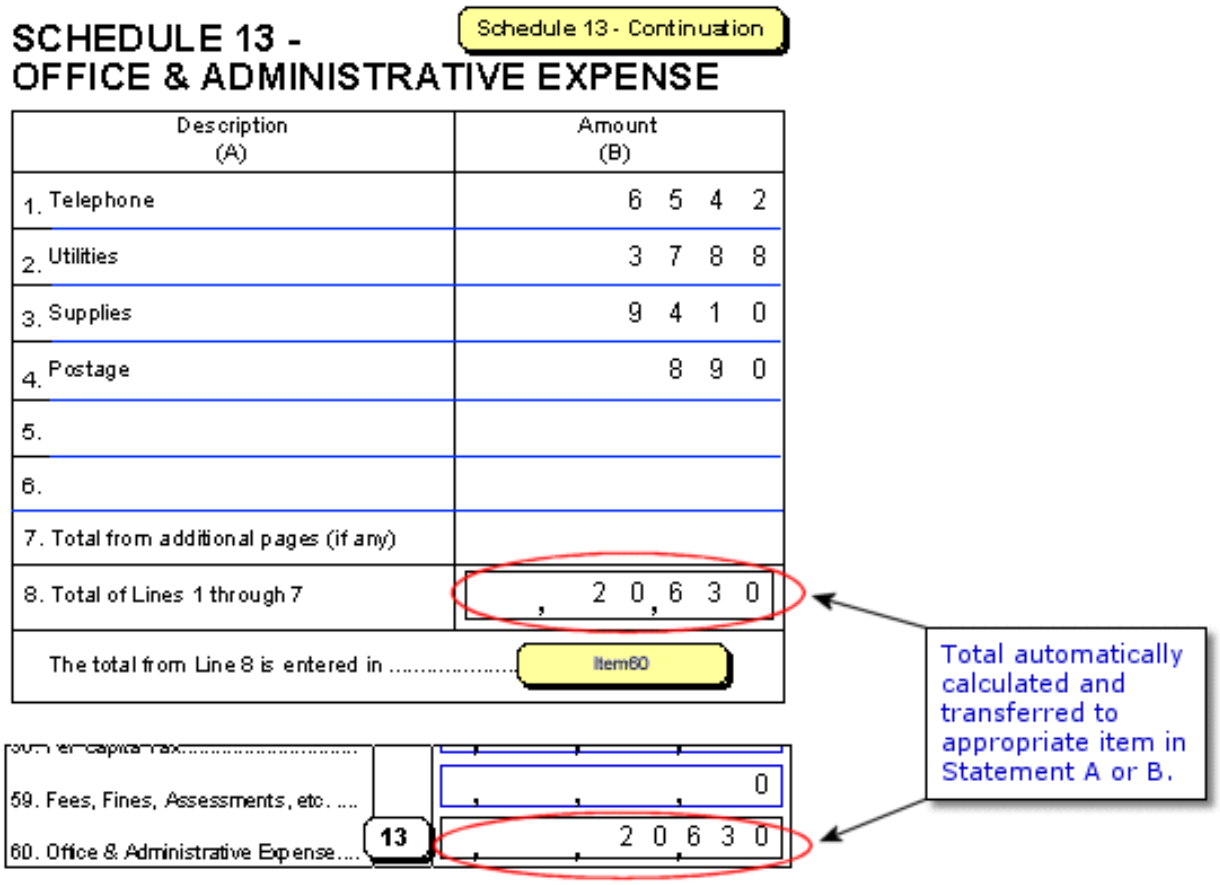
Completing schedules

Complete Schedules 1 through 15 before completing the financial items in Statements A and B.

Enter the required data in each column. Press the <Tab> key to move from column to column.

Schedules on the electronic Form LM-2 have the following features:

- **Automatic calculations** – the system calculates the totals of amounts entered in each schedule and automatically transfers the totals to the appropriate items in Statements A and B.

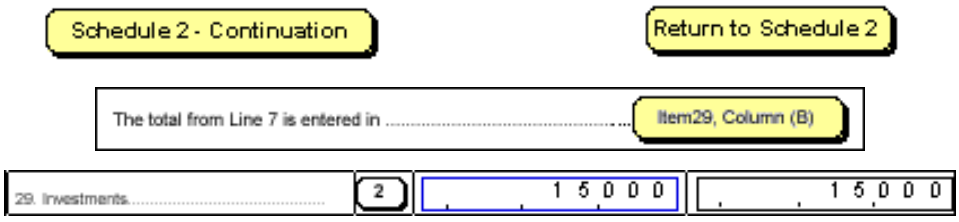

SCHEDULE 13 -
OFFICE & ADMINISTRATIVE EXPENSE
Schedule 13 - Continuation
Description (A)
Amount (B)
1. Telephone 6 5 4 2
2. Utilities 3 7 8 8
3. Supplies 9 4 1 0
4. Postage 8 9 0
5.
6.
7. Total from additional pages (if any)
8. Total of Lines 1 through 7 20,630
The total from Line 8 is entered in Item60
59. Fees, Fines, Assessments, etc. 0
60. Office & Administrative Expense.... 13 20630
Total automatically calculated and transferred to appropriate item in Statement A or B.

- **Continuation pages** – Continuation pages are available for all schedules if you need more space to report the required information. Click the yellow "Schedule – Continuation" button at the top of the schedule to move to the continuation page.

  Totals from continuation pages are automatically transferred to the appropriate line on the schedule.

- **Navigation buttons** – yellow and white buttons on the schedules, continuation pages,

and Statements A and B help you move quickly to selected areas on the form.

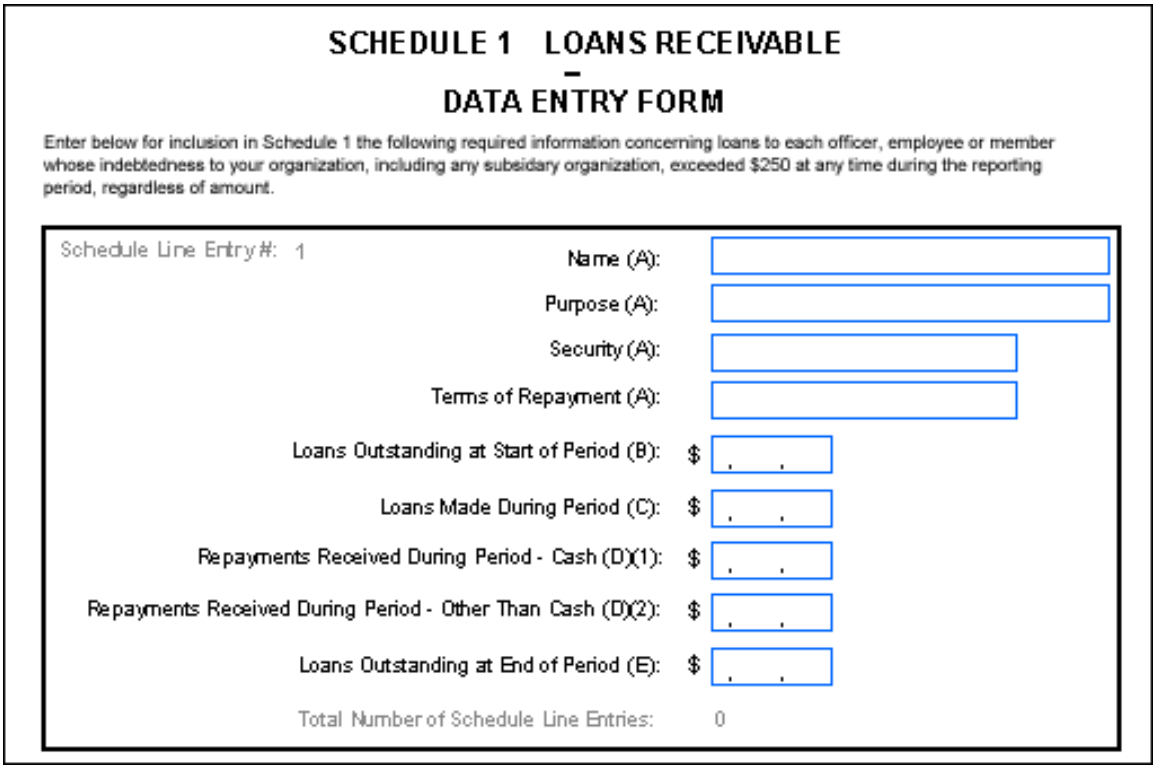


See the instructions below for specific information for completing Schedules 1, 5, 9, and 10, and using two-line descriptions in certain schedules.

Schedule 1 – Loans Receivable

To begin entering data in Schedule 1, click the yellow "Enter Data" button.

The Schedule 1 data entry form displays.


SCHEDULE 1 LOANS RECEIVABLE
–
DATA ENTRY FORM
Enter below for inclusion in Schedule 1 the following required information concerning loans to each officer, employee or member whose indebtedness to your organization, including any subsidary organization, exceeded $250 at any time during the reporting period, regardless of amount.
Schedule Line Entry #: 1
Name (A):
Purpose (A):
Security (A):
Terms of Repayment (A):
Loans Outstanding at Start of Period (B): $
Loans Made During Period (C): $
Repayments Received During Period - Cash (D)(1): $
Repayments Received During Period - Other Than Cash (D)(2): $
Loans Outstanding at End of Period (E): $
Total Number of Schedule Line Entries: 0

Complete all fields on the data entry form for Line 1, Columns A through E.

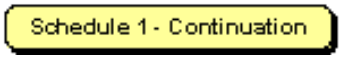
If you enter an amount other than zero in Column (D)(2), Repayments Received During the Period Other Than Cash, the system displays a dialog box requesting an explanation for any non-cash amounts for inclusion in Item 75, Additional Information.

When you have completed all fields, click the yellow "Add This Record To Schedule 1" button below the data entry form to store your entry. If you want to view your entry in Schedule 1, click the yellow "Go To Schedule 1" button.

The information from the data entry form displays in Schedule 1.

List below loans to officers, employees, or members which at any time during the reporting period exceeded $250 and list all loans to business enterprises regardless of amount. (A)	Loans Outstanding at Start of Period (B)	Loans Made During Period (C)	Repayments Received During Period		Loans Outstanding at End of Period (E)
			Cash (D)(1)	Other Than Cash (D)(2)	
1. Name: Pat Washington Purpose: Hospital Expenses Security: None Terms: $75 per month	0	1 8 0 0	7 5 0	0	1 0 5 0

Continue entering information for all loans as required. Only the first three line entries will display in Schedule 1. All additional entries will display on the continuation page for Schedule 1. To view the continuation page click the yellow "Schedule 1 – Continuation" button at the top of Schedule 1.

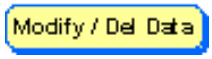


Return to Schedule 1.

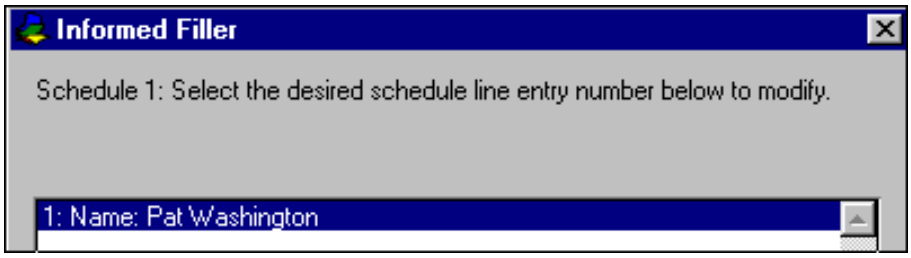
The system calculates the totals for entries on the continuation page, if any, and displays them in Line 4 on Schedule 1. Make required entries in Line 5, if any. The system calculates totals, displays them in Line 6, and transfers the totals to the appropriate items in Statements A and B.

4. Totals from additional pages(if any)					
5. Totals of loans not listed above	0	0	0	0	0
6. Totals of Lines 1 through 5	0	1,800	750	0	1,050
The totals from Line 6 are entered in...	Item 27 Column (A)	Item59	Item 51	Item75 with Explanation	Item 27 Column (B)

To modify or delete data previously entered, click the yellow "Modify / Del Data" button at the top of Schedule 1.



The system displays a dialog box asking you to select the desired schedule line to modify.



Highlight the appropriate line and click the "OK" button.

The data entry form for the line selected displays.

To modify the data, make your changes in the appropriate fields and click the yellow "Add This Record To Schedule 1" button to store your changes.

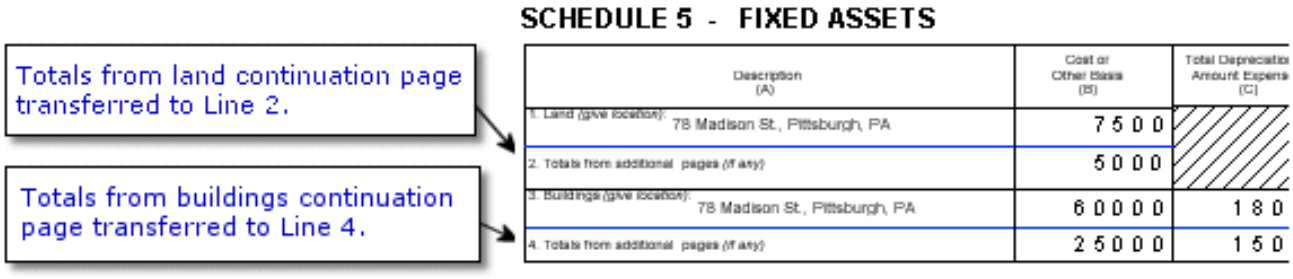
To delete the entry, click the yellow "Delete This Record From Schedule" button.

The system displays a dialog box asking if you are sure you want to remove this entry from Schedule 1. Click the "Yes" button to delete the entry.

Schedule 5 – Fixed Assets

Schedule 5 has two continuation pages, one for reporting land and one for reporting buildings.

The totals for the land continuation page are transferred to Line 2, Columns (B), (D), and (E) of Schedule 5. The totals for the building continuation page are transferred to Line 4, Columns (B) through (E).


SCHEDULE 5 - FIXED ASSETS
Totals from land continuation page transferred to Line 2.
Totals from buildings continuation page transferred to Line 4.
Description (A)
Cost or Other Basis (B)
Total Depreciation Amount Expense (C)
1. Land (give location): 78 Madison St., Pittsburgh, PA
7500
2. Totals from additional pages (if any)
5000
3. Buildings (give location): 78 Madison St., Pittsburgh, PA
60000
180
4. Totals from additional pages (if any)
25000
150

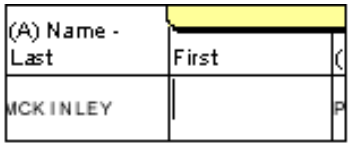
Schedule 9 – All Officers and Disbursements to Officers

You can either manually enter data in Schedule 9 or import data from a specially formatted

text file. See *Importing Data into Schedules 9 and 10* in this User Guide.

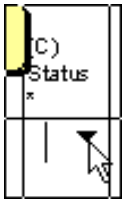
To manually enter data:

Start in Line 1 of Column A. Enter the last name of the officer and press the <Tab> key to move to the first name field.



Enter the first name. Continue to Columns B through G by pressing the <Tab> key and entering the required information. Do not leave a blank in any column.

For entries in Column C, Status, you can also select from a drop-down list. Click the down arrow and select Continuing Officer (C), New Officer (N), or Past Officer (P).

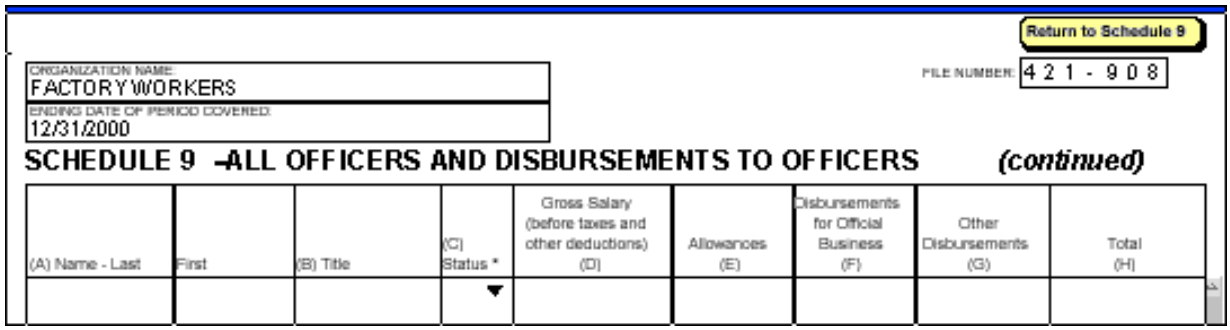


After you complete Column G and press the <Tab> key, the total of Columns D through G for the line displays in Column H. The cursor automatically moves to Column A of the next line.

Gross Salary (before taxes and other deductions) (D)	Allowances (E)	Disbursements for Official Business (F)	Other Disbursements (G)	Total (H)
5079	750	650	0	6479

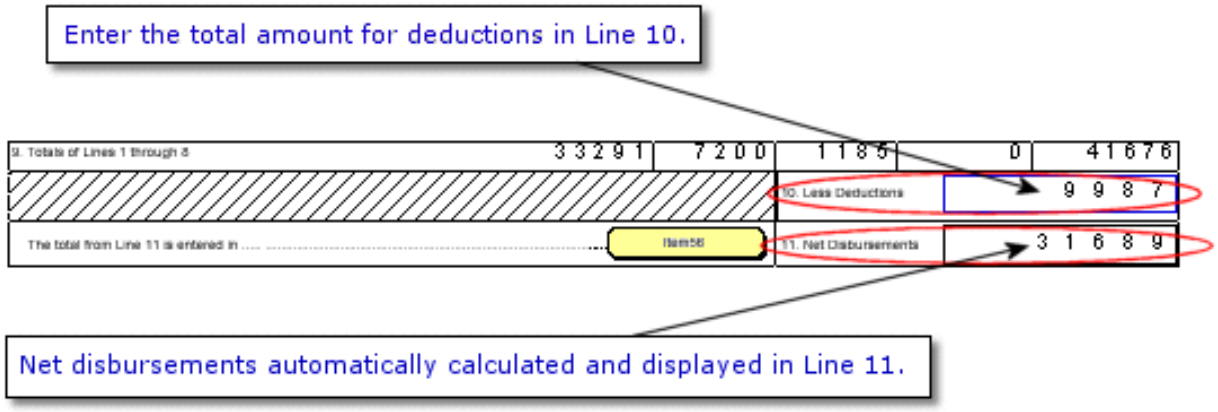
Continue entering information for all your union's officers. Remember to enter the names of all officers even if your union did not pay them.

If you need to enter information for more than seven officers, press the <Tab> key after completing Line 7. The system displays the continuation page for Schedule 9.

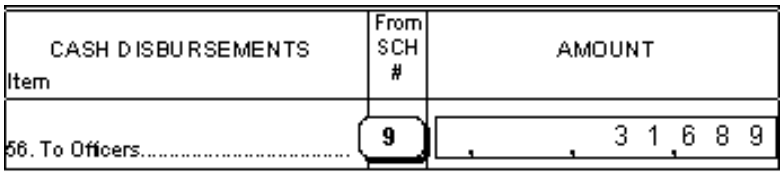


Enter information on the Schedule 9 continuation page for all remaining officers. Use the scroll bar on the right to move up and down the page to view all records. When you have entered information for all officers, click the yellow "Return to Schedule 9" button.

The system displays Schedule 9. The system has calculated the totals for entries on the Schedule 9 continuation page and displays them in Line 8. The totals for Lines 1 through 8 are displayed in Line 9. Enter the total amount for deductions in Line 10. The system calculates the net disbursements displayed in Line 11.



Net disbursements are automatically transferred to Item 56, To Officers, in Statement B.



Schedule 10 – Disbursements to Employees

Complete Schedule 10 using the same procedures described above for Schedule 9.

Start in Line 1 of Column A.

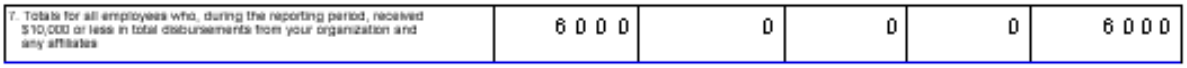
Press the <Tab> key to move through columns and lines.

The system automatically calculates and displays line totals in Column H.

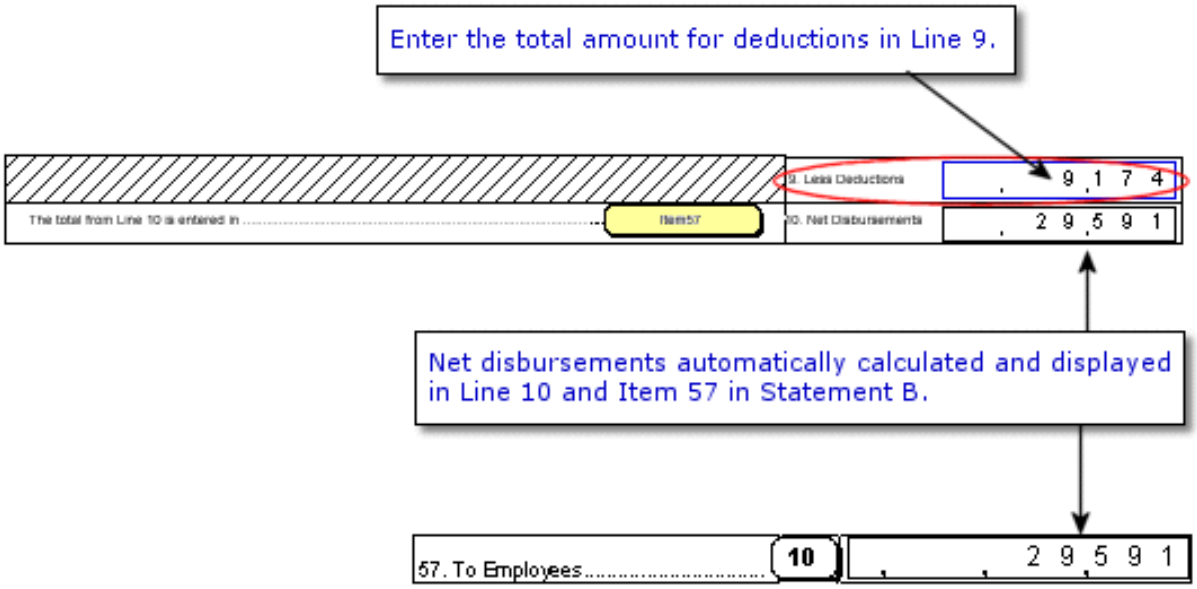
If you need to enter information for more than five employees, the system automatically displays the continuation page for Schedule 10.

After completing entries for individual employees, return to Schedule 10.

Enter the totals for all employees who received $10,000 or less in total disbursements in Line 7.


7. Totals for all employees who, during the reporting period, received $10,000 or less in total disbursements from your organization and any affiliates
6000
0
0
0
6000

Enter the total amount for deductions in Line 9. The system calculates the net disbursements in Line 10 and transfers the total to Item 57, To Employees, in Statement B.


Enter the total amount for deductions in Line 9.
9. Less Deductions
9,174
The total from Line 10 is entered in
Item57
10. Net Disbursements
29,591
Net disbursements automatically calculated and displayed in Line 10 and Item 57 in Statement B.
57. To Employees
10
29,591

Using two-line descriptions

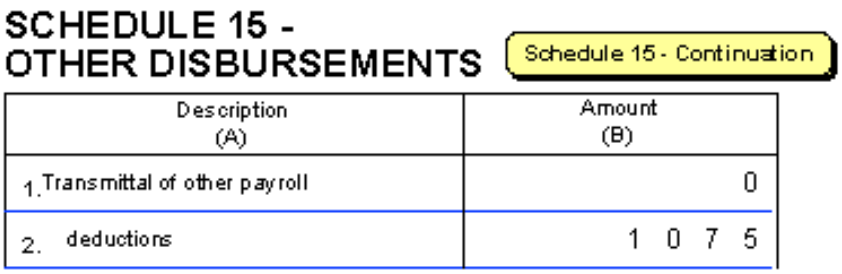
The following schedules require an entry in Column A, Description, which is sufficient to identify the type, source, or purpose of the asset, liability, receipt, or disbursement reported in Column B.

- Schedule 3 – Other Assets
- Schedule 4 – Other Liabilities
- Schedule 12 – Contributions, Gifts, and Grants
- Schedule 13 – Office and Administrative Expense
- Schedule 14 – Other Receipts
- Schedule 15 – Other Disbursements

There should be sufficient space on one line to describe the type, source, or purpose as

required. However, if you need to use a second line for your description, follow the instructions below.

- In Column A of the first line, enter the description starting at the left margin.
- In Column B of the first line, enter zero.
- In Column A of the second line, enter the remaining description, indenting at least 2 spaces from the left margin.
- In Column B of the second line, enter the amount for the item described in Column A.



SCHEDULE 15 -
OTHER DISBURSEMENTS

Schedule 15 - Continuation

Description (A)	Amount (B)
1. Transmittal of other payroll	0
2. deductions	1075

Warning: If you do not follow the above instructions for two-line descriptions, your Error Summary will show an error for the schedule.

Importing Data into Schedules 9 and 10

The electronic Form LM-2 gives you the option of importing database files that you may already have into Schedule 9, All Officers and Disbursements to Officers, and Schedule 10, Disbursements to Employees.

The data you are importing into Schedules 9 or 10 must be in a pipe delimited ascii text file (with a .txt extension). Most database programs will export data to a file in this format.

The fields in your data must be set up as follows:

Schedule 9 format:

```
LastName|FirstName|Title|Status|GrossSalary|Allowances|
DisbursementsforOfficialBusiness|OtherDisbursements[cr/lf]
```

where [cr/lf] = carriage return/line feed

Schedule 10 format:

```
LastName|FirstName|Position|NameofAffiliatedOrganization|GrossSalary|
Allowances|DisbursementsforOfficialBusiness|OtherDisbursements[cr/lf]
```

where [cr/lf] = carriage return/line feed

Warning: Do not leave any fields blank. In the numeric fields such as salary, allowance, or other disbursements, enter a zero if there is no financial data to report. In Schedule 10, Column C, enter "NA" if there is no affiliated organization to report. If you leave any field blank, you may not be able to import or the data imported into Schedules 9 or 10 may be incorrect.

The system limits the length of each field. Do not exceed the maximum number of characters listed below for Schedule 9 and 10 fields:

Schedule 9		Schedule 10	
Field Name	**No. of Characters**	**Field Name**	**No. of Characters**
Last Name	12	Last Name	12
First Name	10	First Name	10
Title	15	Position	16
Status	1	Affiliated Organization	16
Gross Salary	7	Gross Salary	7
Allowances	6	Allowances	6
Disbursements for Official Business	6	Disbursements for Official Business	6
Other Disbursements	6	Other Disbursements	6

For ease of retrieval, give your file a meaningful name, for example, Schedule9_import.txt. Your files (when opened in an ascii text editor) should resemble the following:

Schedule 9:

```
McKinley|Peter|President|N|5079|750|650|0[cr/lf]
Clark|Frances|President|P|15237|2250|190|0[cr/lf]
Jackson|Helen|Vice President|C|0|1200|0|0[cr/lf]
Wilson|John|Financial Sec|C|12975|1200|345|0[cr/lf]
Carter|Rose|Recording Sec|C|0|1200|0|0[cr/lf]
Madison|Joseph|Trustee|C|0|600|0|0[cr/lf]
```

Schedule 10:

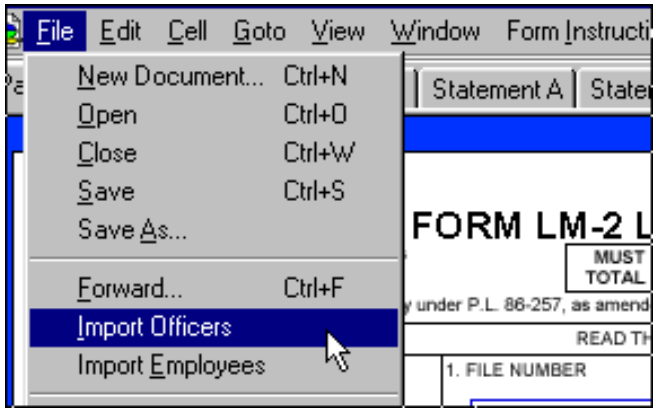
```
Harrison|Pat|Bookkeeper|NA|32765|0|0|0[cr/lf]
Mason|Carolyn|Secretary|FW District 5|10445|0|0|0[cr/lf]
```

Warning: Retrieve pre-fill information and save your form before you import data into Schedule 9 or Schedule 10. (See *Using Pre-Fill Data* in this User Guide.)
Once you complete the import function, you will no longer be able to retrieve pre-fill data. Also, once you import data into Schedule 9 or Schedule 10, you will not be able to import data into that schedule again. Therefore, if there was a major problem with the import, close the form without saving it. You can work with your information technology team or call the OLMS Help Desk at 1-866-319-2675 to help you to correct problems in your import data. After you have corrected any problems, open your previously saved form (which has any pre-fill data you might have used saved in it) and try the import again.

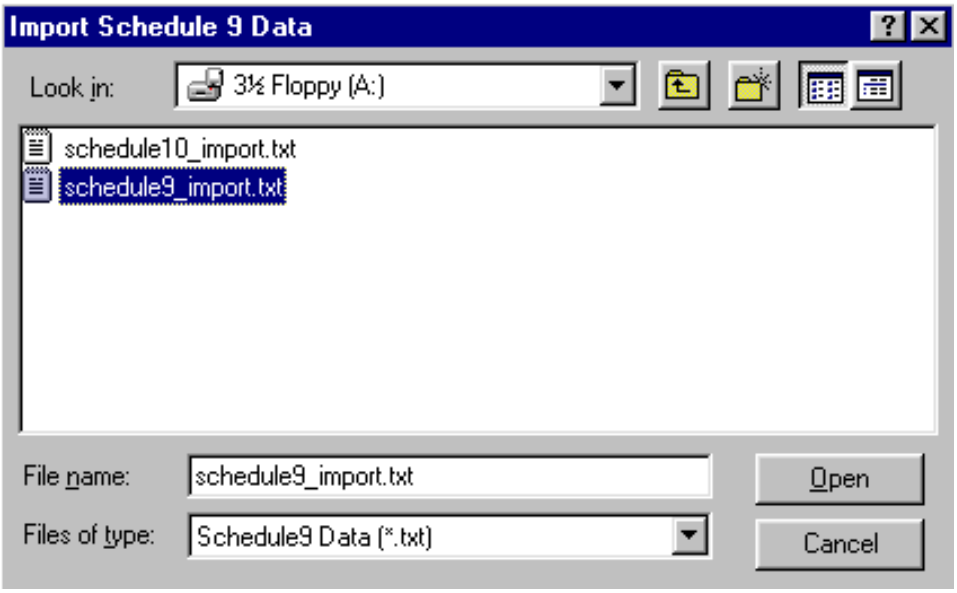
To import data into Schedules 9 and 10:

Save your form.

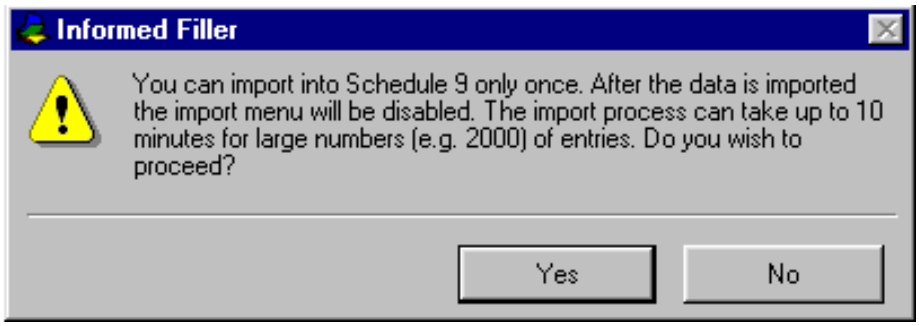
From the "File" menu, select "Import Officers" for Schedule 9 or "Import Employees" for Schedule 10.



A file box displays. Navigate to the drive and directory where your import data file is located and highlight the file name in the list. Click the "Open" button.

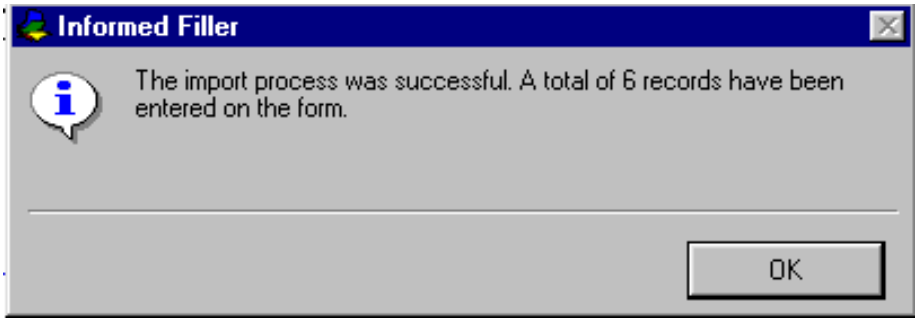


A dialog box displays, reminding you that you can only import into Schedule 9 (or Schedule 10) one time and that once you do you will no longer be able to get pre-fill data, and prompts you to indicate that you want to proceed with the import. Click the "Yes" button.


Informed Filler
You can import into Schedule 9 only once. After the data is imported the import menu will be disabled. The import process can take up to 10 minutes for large numbers (e.g. 2000) of entries. Do you wish to proceed?
Yes
No

The system imports the data into the schedule. If you have a large amount of data to import this can take a few minutes.

If the import is successful, a dialog box displays, telling you that the import process was successful and the total number of records imported. Click the "OK" button.



The Schedule 9 (or Schedule 10) continuation page displays. For Schedule 9, the data for the first seven records imported display in the schedule and the remaining records display on a continuation page. For Schedule 10, the data for the first five records imported display in the schedule and the remaining records display on a continuation page.

Click the yellow "Return to Schedule" or "Schedule Continuation" buttons at the top right to view the records on the Schedule or continuation page.

Review the data to make sure that the data is correct, then save your form.

> **Note:** Once you save your form, you can make changes in the fields in Schedules 9 or 10.

Checking for errors

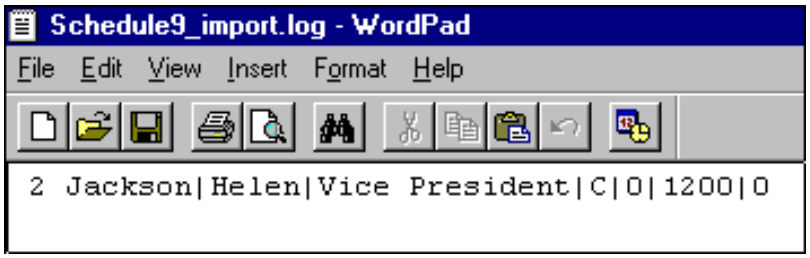
If it looks like there was a problem with your import, for example, some data is missing, you can check the import log for any entries that were not imported because of formatting errors.

> **Note:** It is a good idea to check the import log as a matter of course, particularly if you are importing a large amount of data.

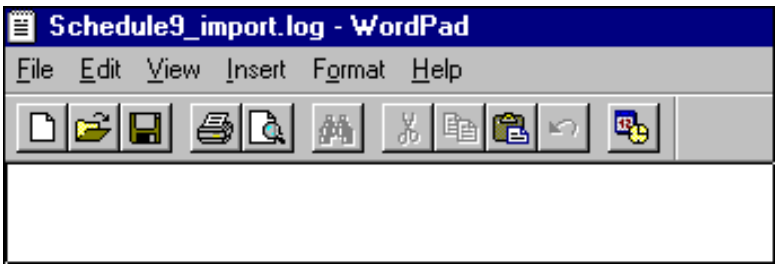
To check the import log:

Open Windows Explorer and go to the directory into which you installed the Informed program (typically C:\informed). Look for a file named "Schedule9_import.log" or "Schedule10_import.log."

Open the file using any text editor, such as Windows Notepad. If any records were not imported, they will be listed in this file.



If all the records were imported correctly, this file will be blank.



> For hints on formatting data in an Excel spreadsheet to insert into Schedules 9 and 10, see *Importing Data from an Excel Spreadsheet*.

Financial Items 25 -74

Complete schedules first

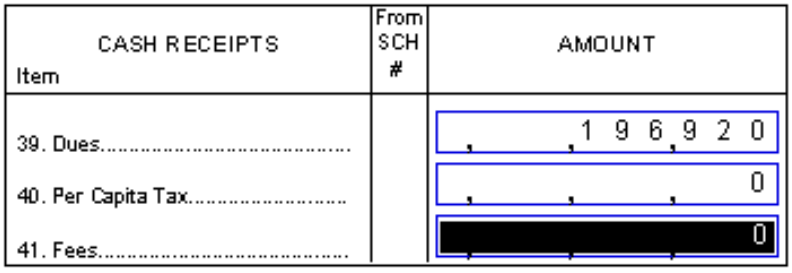
Complete Schedules 1 through 15 before completing the financial items in Statements A and B. Schedule totals are automatically transferred to the appropriate items in Statements A and B. See *Schedules 1 – 15* in this User Guide.

Initial zeros in Items 25 - 74

When you first open the electronic Form LM-2, a zero (0) displays in Items 25 through 74 (Statements A and B) and in certain lines on Schedules 1 through 15. Because the instructions for the form require that you complete all items in Statements A and B and enter "0" where appropriate, you only need to complete the financial items or corresponding schedules that require an entry other than "0."

When you move to an item with an initial zero:

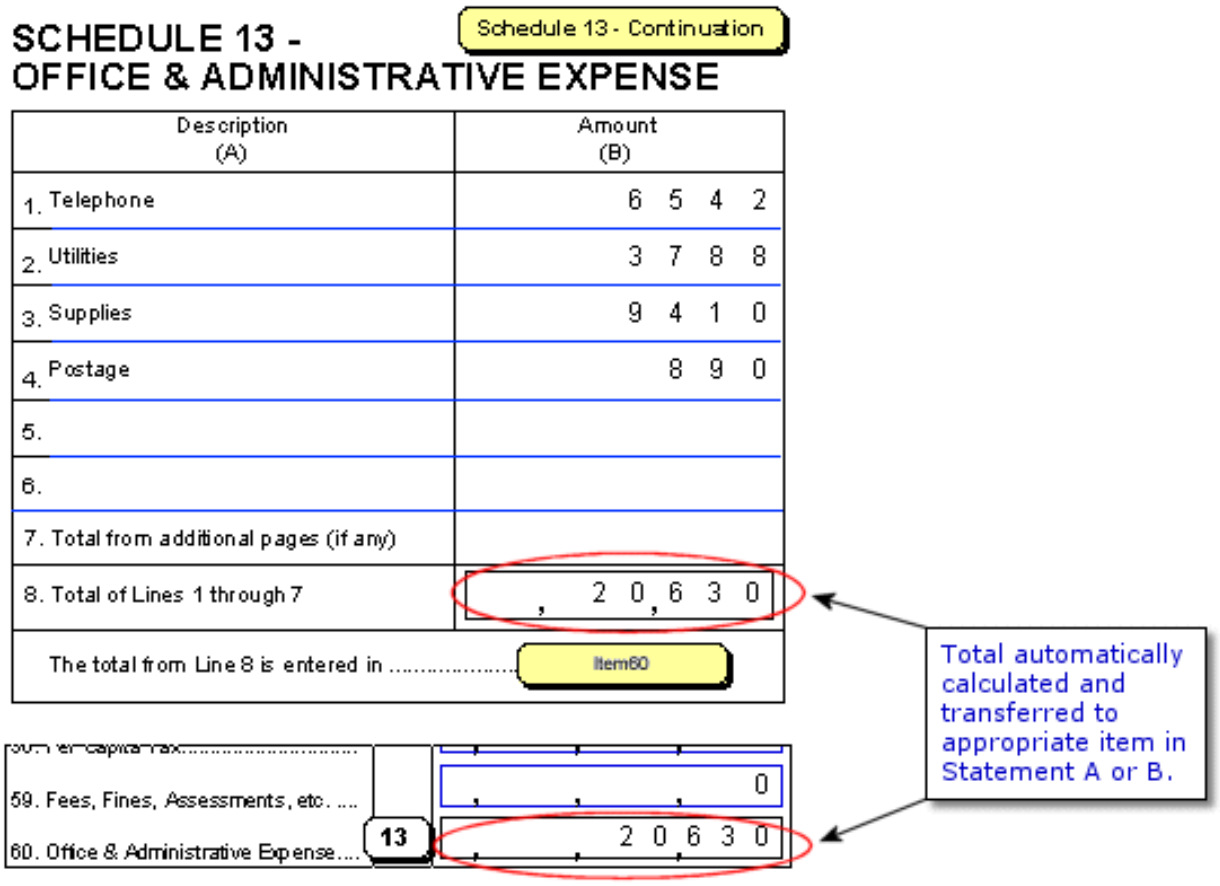
- If there is financial data to report and the correct entry is not "0," enter the correct amount for the item and press the <Tab> key. The "0" is replaced with the number you enter.
- If there is no financial data to report and the correct entry is "0," just press the <Tab> key to move to the next item. The "0" remains.



Note: Officers signing the report are personally responsible for its accuracy. Therefore, it is important that the information entered in each schedule and item is correct and that zeros only appear where appropriate on the signed reports. Complete all applicable lines in Schedules 1 through 15. Do not leave any of the Items 25 through 74 blank.

Automatic calculations

The electronic Form LM-2 automatically performs most mathematical calculations required in Schedules 1 through 15 and Statements A and B. Totals for Schedules 1 through 15 are automatically transferred to the appropriate items in Statements A and B.



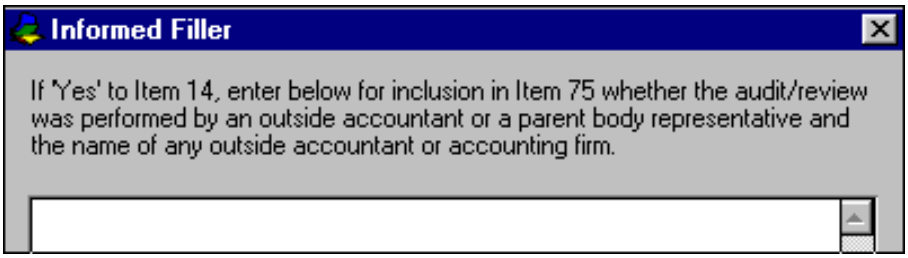
- **Data entry fields –** The fields for the financial items you must complete have blue borders.
- **Calculated fields –** The fields that are automatically calculated are "display only" fields. You cannot change or manually override the calculated value by directly entering a different value. Calculated fields have black borders.

Additional Information - Item 75

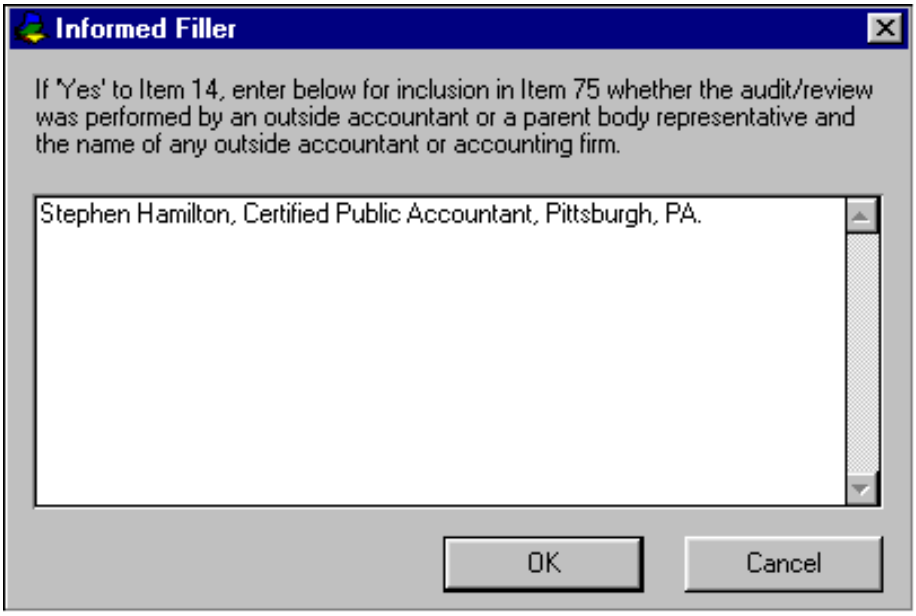
Your entries in certain items on the electronic Form LM-2 may require additional information in Item 75.

System Notification

After you make an entry that requires additional information, the system will automatically display a dialog box explaining what additional information is needed.

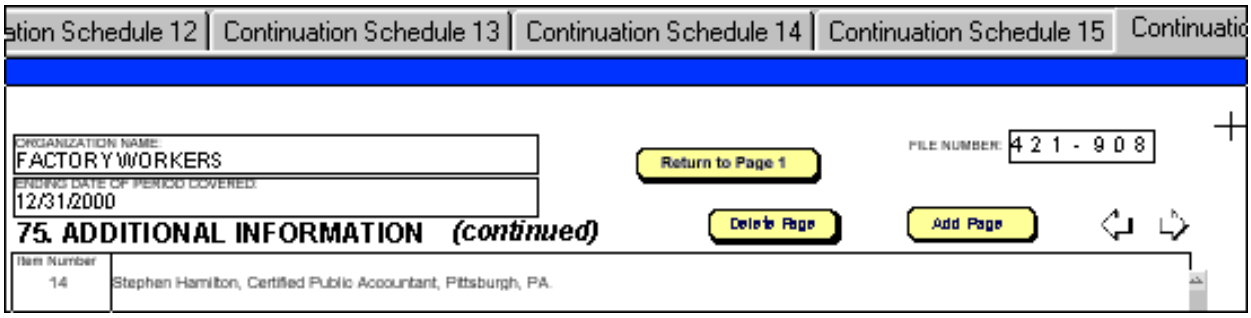

Informed Filler
If 'Yes' to Item 14, enter below for inclusion in Item 75 whether the audit/review was performed by an outside accountant or a parent body representative and the name of any outside accountant or accounting firm.

Enter your explanation in the dialog box and click the "OK" button.


Informed Filler
If 'Yes' to Item 14, enter below for inclusion in Item 75 whether the audit/review was performed by an outside accountant or a parent body representative and the name of any outside accountant or accounting firm.
Stephen Hamilton, Certified Public Accountant, Pittsburgh, PA.
OK
Cancel

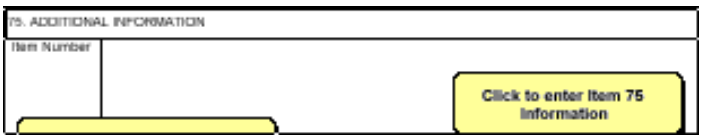
Select "Item 75" from the "Goto" menu on the menu bar to display the Item 75 page.

Your explanation is entered on a separate Item 75, Additional Information page which also displays your union's name and file number, the ending date of the period covered by the report, and the item number for the additional information.



Other Item 75 entries

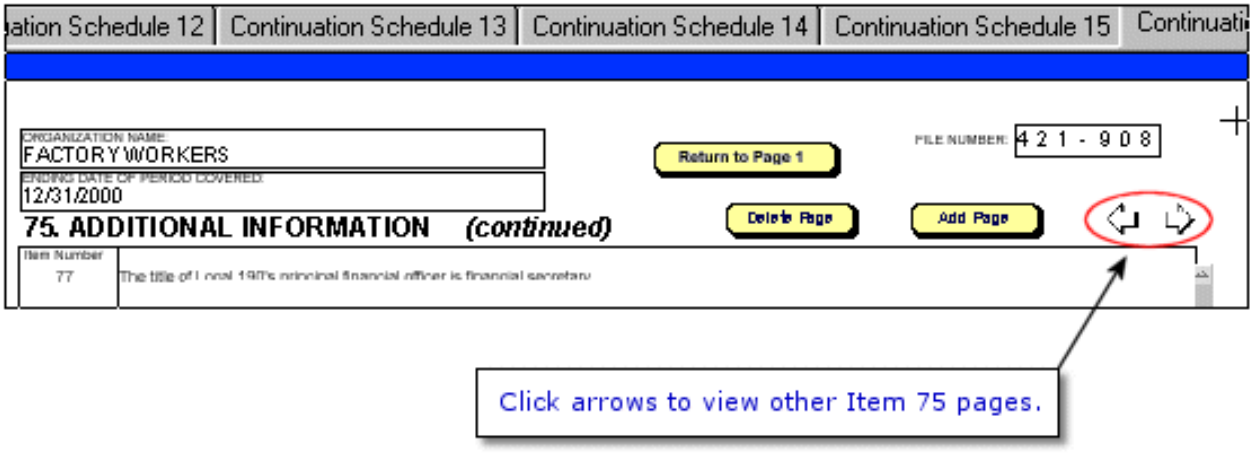
You may also provide additional information directly in Item 75 by clicking the yellow "Click to Enter Item 75 Information" button in the Item 75 area of page 1.



The Item 75, Additional Information page displays. Enter the number of the item to which the information relates in the Item Number Column. Enter "75" in the Item Number column to identify additional information not associated with any specific LM-2 item.

> **Note:** Additional information entries do not display or print in Item 75 on page 1 of the form. A **separate** Item 75 page is created for each item requiring additional information. For example, if you made entries in Item 75 for two items, the report will contain two Item 75, Additional Information pages.

To view the different Item 75 pages in your report, click the forward or back arrows. Buttons on the page also allow you to delete or add an additional information page and return to page 1 of the form.

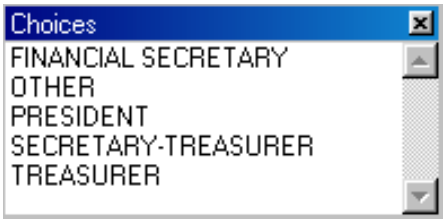


Changing Officers' Titles in Items 76 and 77

When an officer other than the president or treasurer signs the completed Form LM-2, you must provide the title of the other officer and explain why the president or treasurer did not sign the report.

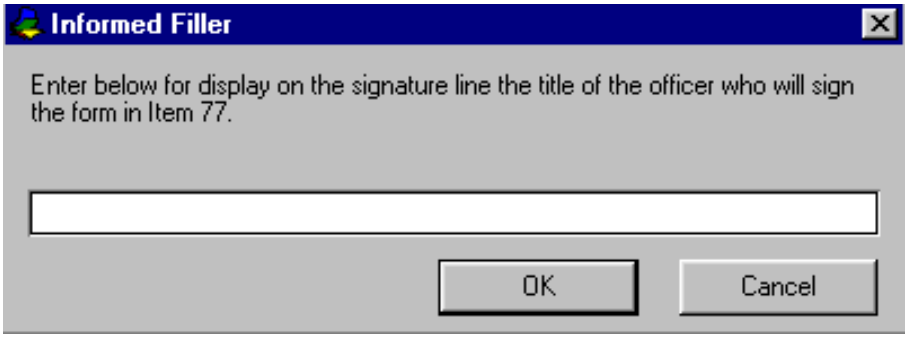
After completing all other items on the form, click on the title in Item 76 or Item 77. The title is highlighted and a drop-down list displays.

penalties of law, that all of the information submitted in this report (including the information contained in any
dge and belief, true, correct, and complete. (See Section VI on penalties in the instructions.)
77. Sign
Run Error Summary to Clear
Report for Signature
TREASURER
(If other title,
see instructions.)
Date
Telephone Number

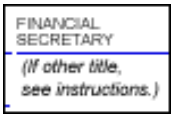


If an officer other than the president will sign the report in Item 76 (or other than the treasurer in Item 77), click the appropriate title, if available, in the drop-down list to display it in Item 76 or 77.

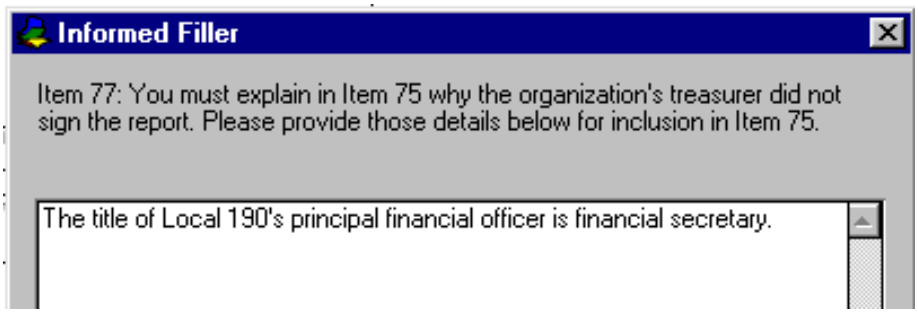
If the title is not available in the drop-down list, double-click "Other." A dialog box displays requesting the appropriate title. Enter the appropriate title in the dialog box and click the "OK" button.


Informed Filler
Enter below for display on the signature line the title of the officer who will sign the form in Item 77.
OK
Cancel

The new title displays in the form.



Press the <Tab> key. A dialog box displays requesting an explanation for entry in Item 75, Additional Information. Enter your explanation in the dialog box and click the "OK" button.

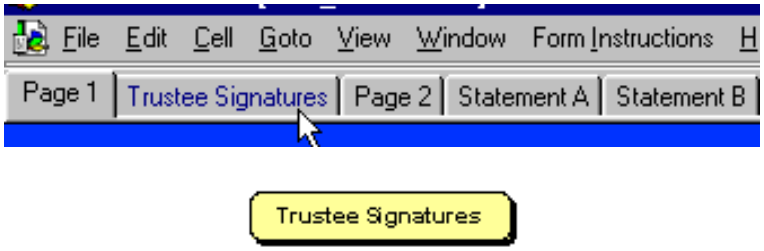

Informed Filler
Item 77: You must explain in Item 75 why the organization's treasurer did not sign the report. Please provide those details below for inclusion in Item 75.
The title of Local 190's principal financial officer is financial secretary.

See also *Additional Information – Item 75* in this User Guide.

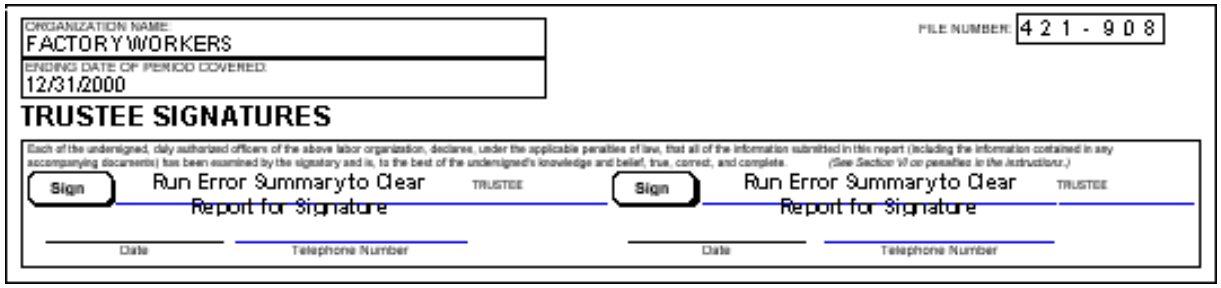
Trustee Signatures

The Form LM-2 for a union in trusteeship must be signed by the president and treasurer or corresponding principal officers of the union which imposed the trusteeship and by the trustees of the subordinate union. The president, treasurer, and trustees must obtain digital signatures and sign reports that you submit electronically.

The electronic Form LM-2 has a separate page for trustees' digital signatures. To display the trustee signature page, select the "Trustee Signatures" tab at the top of any page. Alternatively, click on the yellow "Trustee Signatures" button at the bottom of page 1.



The trustee digital signature page displays.


ORGANIZATION NAME:
FACTORY WORKERS
ENDING DATE OF PERIOD COVERED:
12/31/2000
FILE NUMBER: 421-908
TRUSTEE SIGNATURES
Each of the undersigned, duly authorized officers of the above labor organization, declares, under the applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete. (See Section 'A' on penalties in the Instructions.)
Sign
Run Error Summary to Clear Report for Signature
TRUSTEE
Date
Telephone Number
Sign
Run Error Summary to Clear Report for Signature
TRUSTEE
Date
Telephone Number

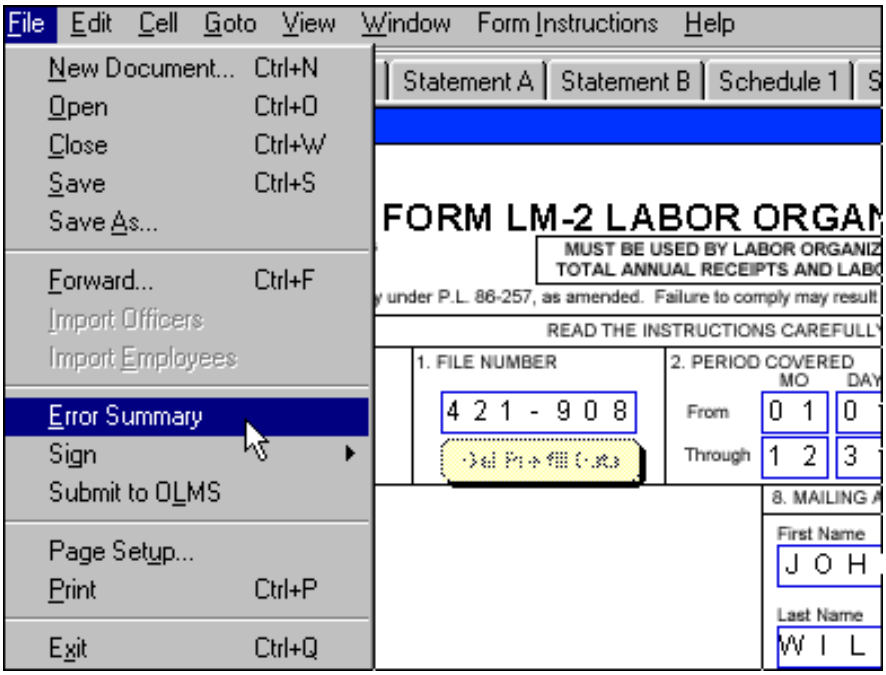
Information on obtaining digital signatures and instructions for electronic submission of the completed Form LM-2 are available on the OLMS Website at:

http://www.dol.gov/esa//olms_org.htm

Checking for Errors - Error Summary

Before signing and submitting your union's report to OLMS, you must check it for errors or deficiencies by running the Error Summary and reviewing the Error Summary results. The Error Summary may take 10 or more minutes to run depending on the speed of your computer.

To begin, select "Error Summary" from the "File" menu.



The Error Summary displays in your browser.

LM-2 Error Summary

Affiliation/Organization: FACTORY WORKERS
Designation Name: LU
Designation Number: 190
Unit Name:
File Number: 421908
Fiscal Year Ending Date:

You must correct the following errors or deficiencies before submission of this report to the Office of Labor-Management Standards (OLMS).

Error
ITEM 2 (period covered) must be completed.

In addition, the following errors or deficiencies should be corrected before submission of this report to OLMS to lessen the likelihood that your union will be required to file an amended report at a later date.

Error
ITEM 14 (audit or review of books) was answered 'yes.' However, a statement of whether the audit or review was performed by an outside accountant or parent body auditor/representative was not provided in Item 75 (additional information). If the audit was conducted by an outside accountant, the name of the accountant or accounting firm must also be provided in Item 75.

Note: The Error Summary lists the LM-2 items which may need correction or an explanation in Item 75, Additional Information. You can print the summary to use as a reference when you return to the Form LM-2 to correct errors. Follow your Internet browser's instructions for printing a copy of the Error Summary.

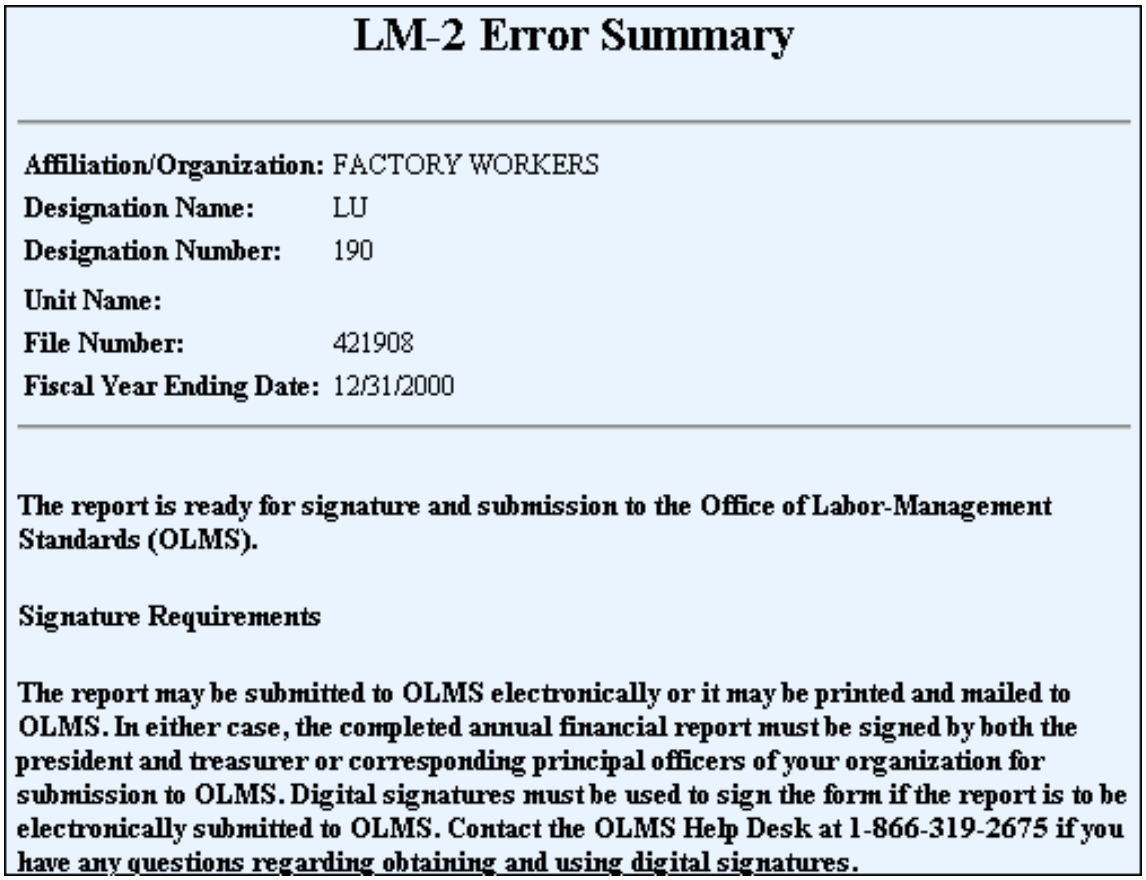
To return to the Form LM-2, click the "Continue" button at the bottom of the Error Summary screen.

If you are using Netscape, the system closes the browser.

If you are using Internet Explorer, click the "Yes" button in the dialog box to close the browser.

After you have corrected or resolved the errors or deficiencies listed on your Error

Summary, run the Error Summary again to check that you made all necessary corrections.



LM-2 Error Summary

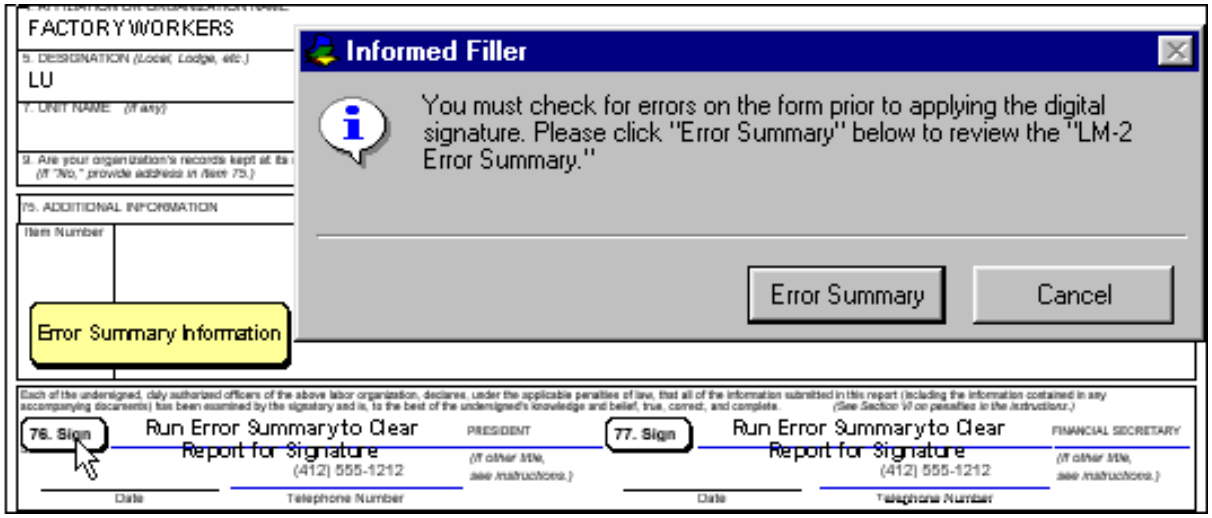
Affiliation/Organization: FACTORY WORKERS
Designation Name: LU
Designation Number: 190
Unit Name:
File Number: 421908
Fiscal Year Ending Date: 12/31/2000

The report is ready for signature and submission to the Office of Labor-Management Standards (OLMS).

Signature Requirements

The report may be submitted to OLMS electronically or it may be printed and mailed to OLMS. In either case, the completed annual financial report must be signed by both the president and treasurer or corresponding principal officers of your organization for submission to OLMS. Digital signatures must be used to sign the form if the report is to be electronically submitted to OLMS. Contact the OLMS Help Desk at 1-866-319-2675 if you have any questions regarding obtaining and using digital signatures.

If you forget to run the Error Summary and attempt to sign the report by clicking on the "Sign" button, the system reminds you to review the LM-2 Error Summary to check for errors on the form before applying the digital signature.

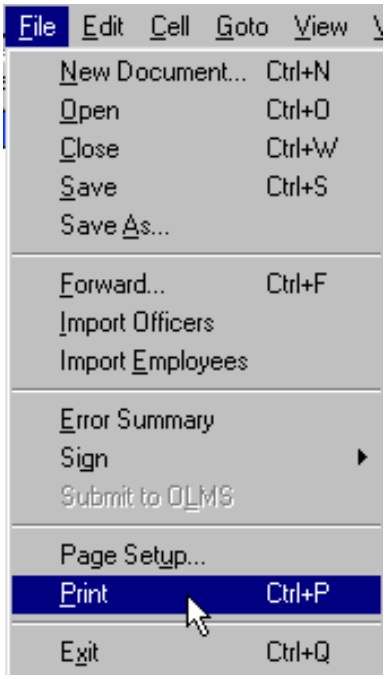

FACTORY WORKERS
LU
Informed Filler
You must check for errors on the form prior to applying the digital signature. Please click "Error Summary" below to review the "LM-2 Error Summary."
Error Summary
Cancel
Error Summary Information
76. Sign
Run Error Summaryto Clear Report for Signature
(412) 555-1212
77. Sign
Run Error Summaryto Clear Report for Signature
(412) 555-1212

To run the Error Summary from this reminder box, click the "Error Summary" button.

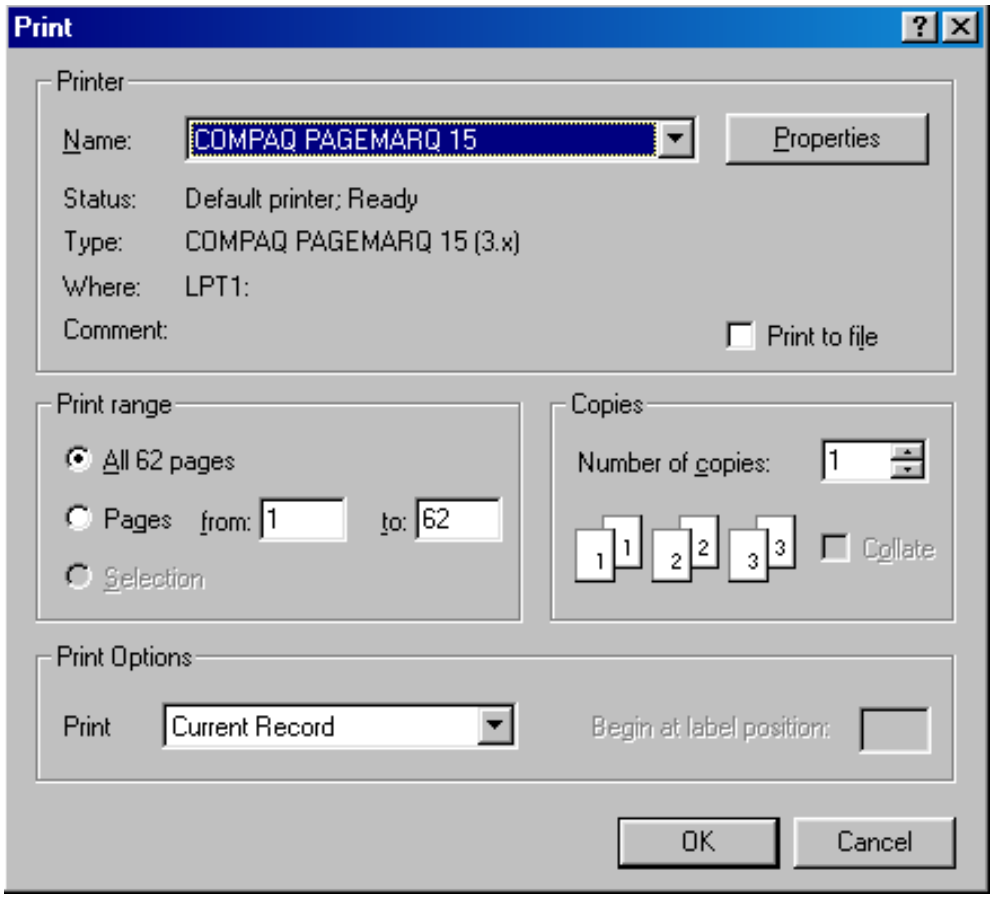
Printing the Form

After you have completed the electronic Form LM-2, run the Error Summary, and corrected any errors noted on the Error Summary, you can sign and submit the report electronically. See *Digital Signatures and Submitting a Form Electronically* in this User Guide. Alternatively, you can print a paper copy of the form, have your union's president and treasurer sign it manually, and mail it to OLMS. Remember to keep a copy of the report for your union's records whether you submit your union's form by mail or electronically to OLMS.

Select "Print" from the "File Menu" on the menu bar.



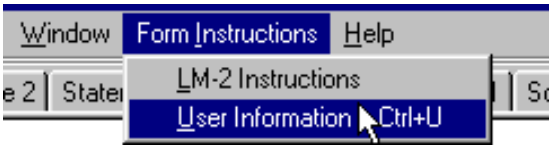
The "Print" dialog box displays.



Note: The print range in the dialog box displays 62 pages, the maximum number of pages allowed for the form. When you print the Form LM-2 with "all 62 pages" selected, only the 12-page form; any continuation pages for Schedules 1 through 15; and any Item 75, Additional Information pages will print.

Click the "OK" button to print the form.

If you have a problem printing the form, consult *User Information* from the electronic Form LM-2. Select "User Information" from the "Form Instructions" menu on the menu bar, then select "Printer Settings."

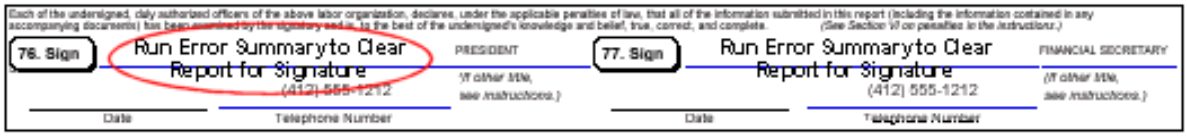


Submitting a Paper Form

As an alternative to *electronic submission*, you may print the completed Form LM-2 for manual signature and submission by mail.

- **Clear the Error Summary message**

  After you complete the electronic Form LM-2 but before you print and sign it, you must clear the Error Summary message displayed in the signature area of Items 76 and 77 by running the *Error Summary* and making any required corrections.



> **Note:** Your report will not be accepted by OLMS if the Error Summary messages in the signature blocks have not been cleared.

- **Print the form**

  When you have cleared the Error Summary message, print a full copy of the Form LM-2 including Item 75, Additional Information pages. See *Printing the Form* in this User Guide.

- **Sign and date the form**

  Both the president and treasurer or corresponding principal officers of your union must sign the report in Items 76 and 77 in black ink. Original signatures of two officers are required on the paper Form LM-2 filed with OLMS; stamped or mechanical signatures are not acceptable.

  If officers other than the president or treasurer sign the report, see *Changing Officers' Titles in Items 76 and 77* in this User Guide.

  You cannot enter and print dates for signatures on the electronic Form LM-2. Therefore, you must manually enter in Items 76 and 77 the dates the report was signed by the officers when submitting a paper form.

- **Forward a form to other persons**

  If you have e-mail software installed on your computer, you can send your form to other persons for review or further processing. See *Digital Signatures and Submitting a Form Electronically* in this User Guide.

- **Mail the form**

Mail the original completed and signed Form LM-2 and any required attachments to:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, NW, Room N-5616
Washington, DC 20210

Digital Signatures and Submitting a Form Electronically

Your union's president and treasurer must obtain digital signatures and sign reports that you submit electronically. Information on obtaining digital signatures and instructions for electronic submission of the completed Form LM-2 are available on the OLMS Website at:

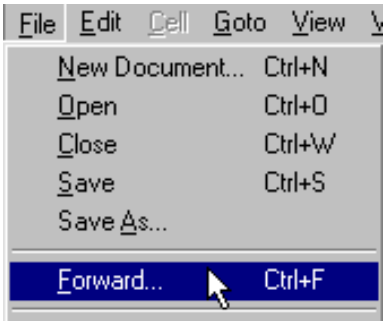
http://www.dol.gov/esa/olms_org.htm

As an alternative, you may print the completed Form LM-2 and submit it by mail to OLMS. See *Submitting a Paper Form* in this User Guide.

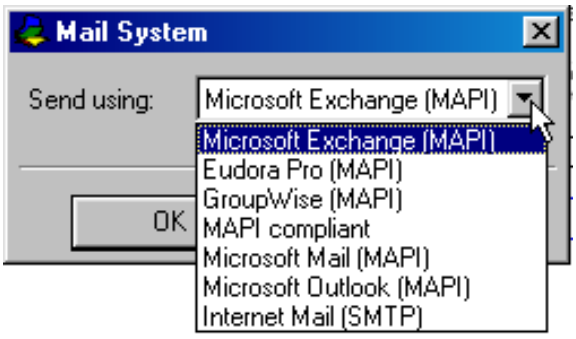
Forwarding a form

The electronic Form LM-2 has a built-in feature for sending your form to other persons via e-mail for further processing or applying a digital signature.

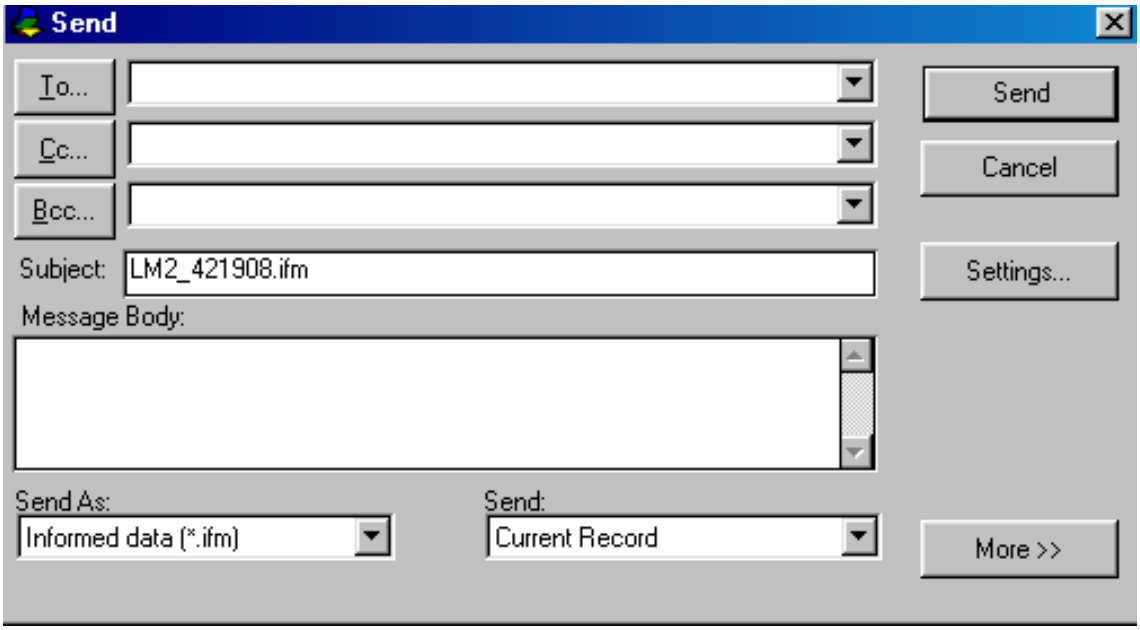
Before forwarding your form make sure you have saved the most recent version and that it is displayed in the active window. Select "Forward" from the "File" menu on the menu bar.



The "Mail System" dialog box displays. Select your e-mail program from the drop-down list. Choose "Internet Mail" (SMTP) if your program is not listed.



The "Send" dialog box displays.



Enter the e-mail addresses of the persons to whom you are sending the form along with your message in the appropriate spaces and click the "Send" button.

Note: Persons receiving your form must have the electronic Form LM-2 and Informed Filler installed on their computers to view, edit, or apply digital signatures to the form.

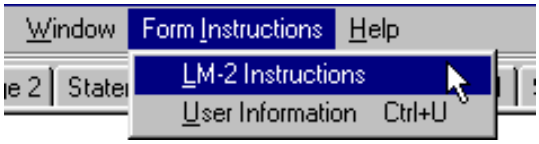
Getting Help

You can get help in completing the electronic Form LM-2 from a number of sources.

Form instructions

You can access a full set of the *Instructions for Form LM-2*, which give item-by-item guidance for completing the form, directly from the electronic Form LM-2.

Start the electronic Form LM-2 and select "LM-2 Instructions" from the "Form Instructions" menu on the menu bar.

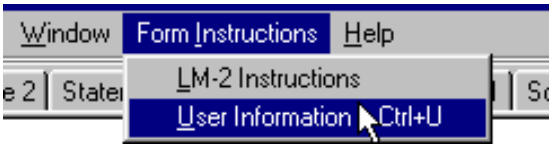


The *Instructions for Form LM-2* display in your browser. Scroll down to the Table of Contents and select the appropriate topic or item.

User information

You can access information on the electronic form operation directly from the electronic Form LM-2. Topics discussed include system requirements, printer settings, digital signatures, electronic submission, navigation, import procedures, pre-fill data, and OLMS Help Desk information.

Start the electronic Form LM-2 and select "User Information" from the "Form Instructions" menu on the menu bar.



User Information displays in your browser. Select the appropriate topic or item in the Table of Contents.

Informed Filler

You can access information on Shana's Informed Filler program operation directly from the electronic Form LM-2.

Start the electronic Form LM-2 and select "Contents" from the "Help" menu on the menu bar.

A list of available topics displays.

OLMS Help Desk

If you have problems using the electronic Form LM-2 which you are unable to solve with the information in this User Guide or the above sources, contact the OLMS Help Desk at 1-866-319-2675.

OLMS field offices

If you have questions about completing items on the Form LM-2 or other reporting questions, contact the nearest OLMS field office. You can access the list of OLMS field offices within the electronic Form LM-2 by selecting "LM-2 Instructions" from the "Form Instructions" menu on the menu bar and then selecting "If You Need Assistance" from the Table of Contents.

Addresses and telephone numbers of OLMS field offices are also on the OLMS Website at:

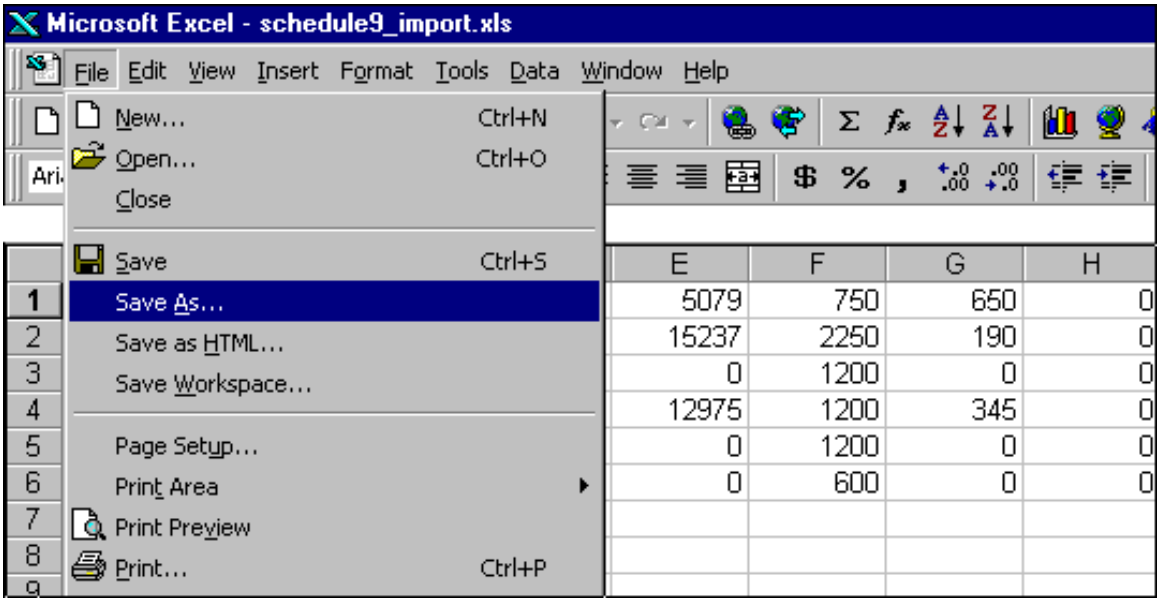
http://www.dol.gov/esa/olms_org.htm

Appendix 1 - Importing Data from an Excel Spreadsheet

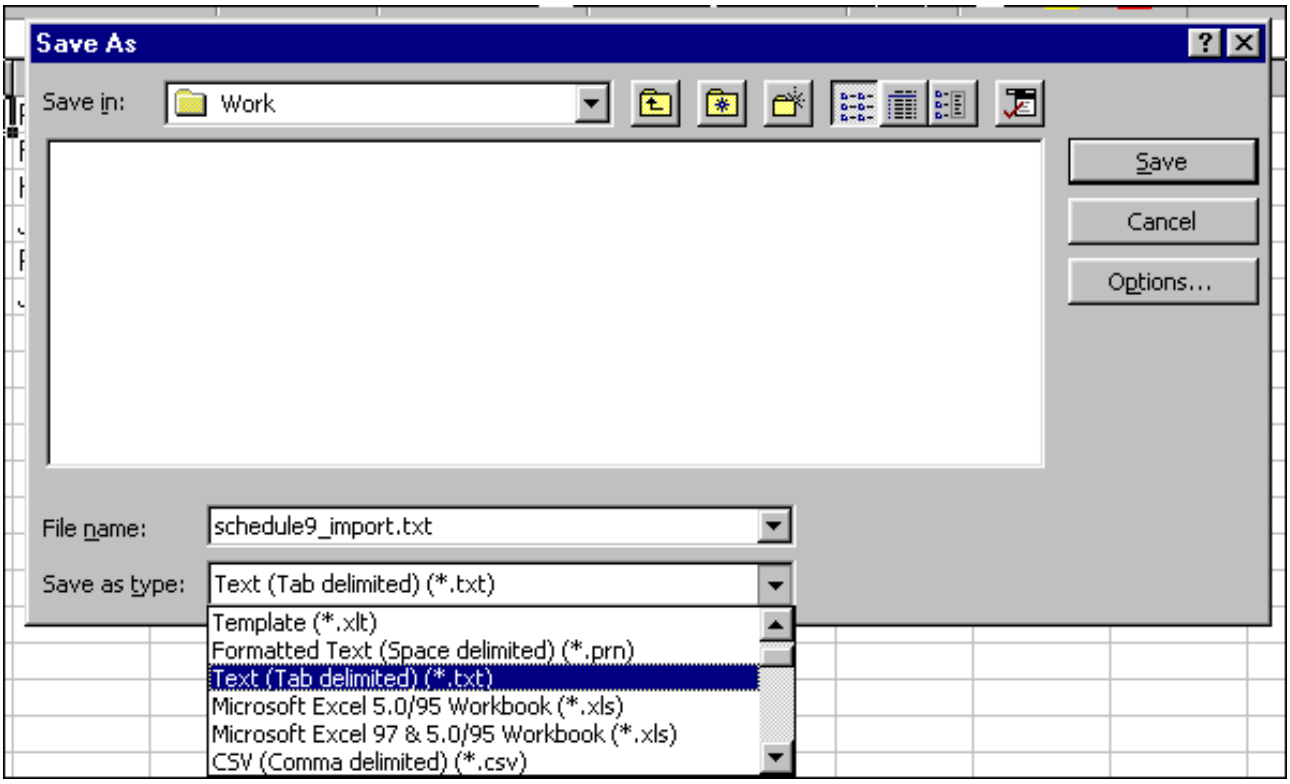
The following instructions tell you how to format data from an Excel spreadsheet to import into *Schedules 9 and 10* on the electronic Form LM-2. If you use a different spreadsheet program the steps you take will be similar to the ones below.

In Excel, strip out all headings and totals so that all you have on your worksheet is the raw data in the appropriate format. Be sure to refer to the *Instructions for Form LM-2* to ensure that the data to be imported will accurately report the required information.

From the "File" menu, select "Save As."



In the "Save as type" drop-down list, select "Text (tab delimited)."



Click the "Save" button.

> **Note:** Remember the name of your file and where it is saved on your system.

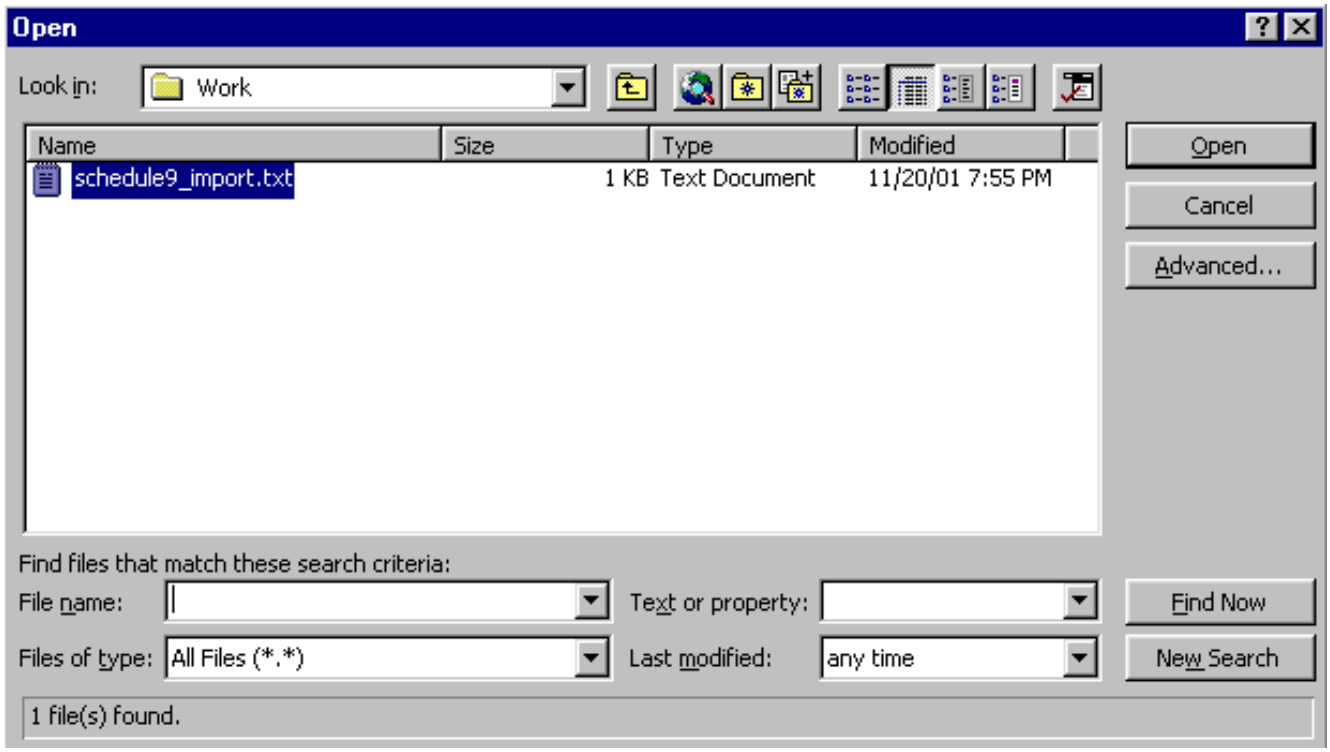
Once you have saved your file in a tab delimited format you need to open the file in a word processor or text editor and **replace the tabs with pipe ("|") symbols.**

Follow the instructions below if you are using Microsoft Word as your word processor. If you use another word processor, the steps may differ but the procedure will be similar.

Open Microsoft Word.

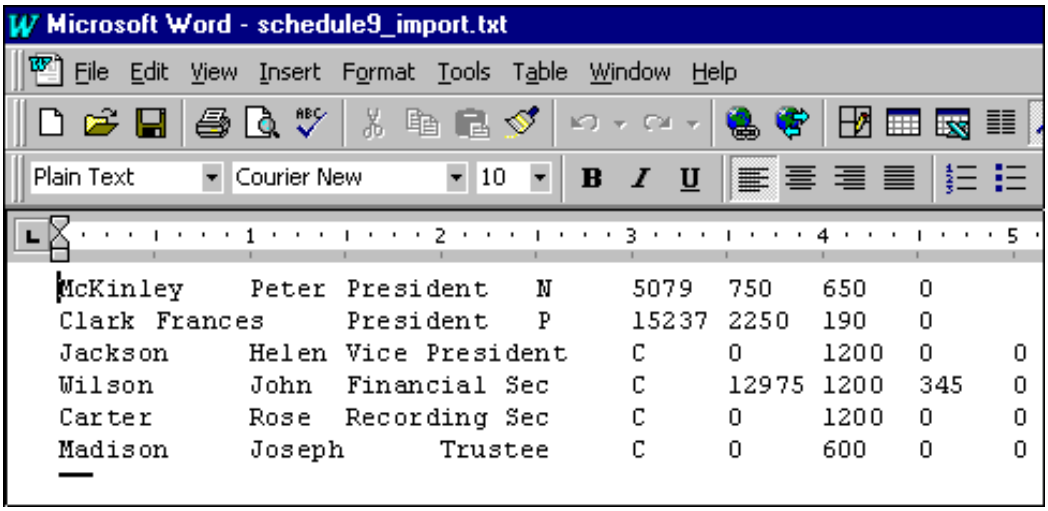
From the "File" menu, select "Open."

Navigate to the drive and directory where you have saved your text file. From the "Files of type" drop-down list, select "All Files."



Select the text file you created and click the "Open" button.

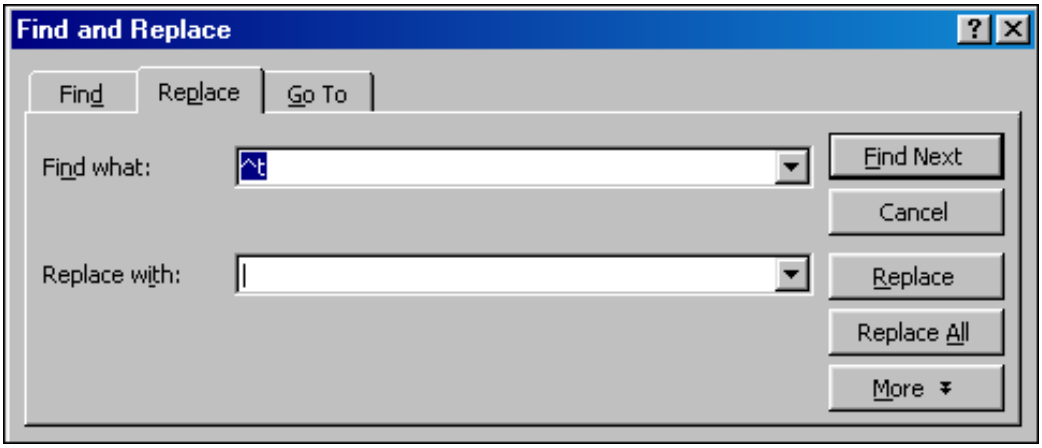
Your document should look something like this:


Microsoft Word - schedule9_import.txt
File Edit View Insert Format Tools Table Window Help
Plain Text
Courier New
10
McKinley Peter President N 5079 750 650 0
Clark Frances President P 15237 2250 190 0
Jackson Helen Vice President C 0 1200 0 0
Wilson John Financial Sec C 12975 1200 345 0
Carter Rose Recording Sec C 0 1200 0 0
Madison Joseph Trustee C 0 600 0 0

From the "Edit" menu, select "Replace." The Find and Replace dialog box displays.

In the "Find what:" field enter ^t (the carat symbol which is <Shift> 6 on your keyboard and a lowercase "t") . This is Microsoft Word's code for a tab.

- In the "Replace with:" field enter | (the pipe symbol, which is located below the <Backspace> key on your keyboard).
- Click the "Replace All" button. The system displays a message indicating the number of replacements made.



Save your file.

You are now ready to import the data following the instructions in the User Guide for the form you are completing.